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Beers

Shorthand



Class Z 56

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BEERS SHORTHAND

A SYSTEM OF LIGHT LINE PHONOGRAPHY
ADAPTED TO EVERY PURPOSE FOR WHICH
SHORTHAND CAN BE USED

By

JAMES W. BEERS



New and Improved Edition
(Eleventh Issue)

THE BEERS SHORTHAND COMPANY
NEW YORK

Z 56
B3975
1919

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FOREWORD—AN EXPLANATION

The system of shorthand presented in this book is the result of more than thirty-five years' investigation, study and practice by the author. It was first published in 1908. In less than five years from that time *nine editions** of the Text were published, and it was more widely taught, more extensively used, and more favorably known than any other system at the same age.†

Its future appeared very bright and enlarged plans were developing for its dissemination and for the creation of a very extensive shorthand literature. Then came a series of events that, to me, spelled calamity—the illness and death of my father, the failure of the bank in which my funds were placed, legal entanglements of no interest to the public, and the break-down of my health.

I had to cease operations—drop BEERS SHORT-HAND utterly. I had spent the best years of my life in developing the system. I knew what it *is*—that it DOES excel, and to have to lay it aside, perhaps forever, was a cruel blow.

But a kind Providence has decreed otherwise. After these years of battling against things over which I had no control, the skies have cleared, and I am again in working harness, full of vigor and determination, with no one now to endeavor to dictate to me how this product of my brain shall be handled. I am indeed thankful.

When I look back over those lost years and recall the letters received from loyal friends of the system—letters begging to know what was the matter—letters urgently calling for books—letters which I could not answer and orders which I could not fill—that's the bitterest part of all—my apparent neglect of those splendid men and women who were standing back of me with such an abiding faith in the system. But now all may be explained.

This may sound like a strange preface—it is an unusual preface. It seems to be the custom of authors to devote their prefatory pages to telling the public how brilliant are their (the authors') achievements. Temperaments differ—and so do shorthand systems.

BEERS SHORTHAND lies before you. As you scan its pages you will appreciate its simplicity; as you practice its outlines you will realize its wonderful facility; as you read the engraved sections you will be impressed with its transcendent legibility, and will give it that measure of praise which is not seemly for me to utter.

JAMES W. BEERS.

LEONIA, NEW JERSEY, April 10, 1918.

*Each of these editions was a complete, bound Text, not merely bound pamphlets that some publishers designate as "editions."

†As a matter of fact the system was being taught more extensively than some competing systems that had been on the market and actively advocated for more than thirty years, and backed by many times the capital.

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INTRODUCTION

TO THE STUDENT

If you were starting in to learn any other system of shorthand your task would be difficult. You would find the unwieldy geometrical forms of any Pitmanic system, or the awkward combinations of other light line systems very hard things to master. You would find the obtuse angle, which abounds in all systems except this system, a continuous source of annoyance and illegibility. You would find that the light and heavy lines and from three to five positions of some systems lead to endless confusion.

You are about to learn a system having none of those defects; a system written forward and in one position the same as longhand, with the same manual movement as longhand. You will take great delight in writing its graceful, flowing outlines, and will resolve to practice them until you can write them as beautifully as the author did when he wrote the illustrations for this book. They were photographically reproduced. With practice *you can do it better than he*, for you are much younger and your nerves are under better control. *Aim to excel him!*

Shorthand is written phonetically; that is, only the sounds distinctly heard when a word is spoken are recorded in the outline. An "outline" is a sign, or combination of signs, that expresses a word.

To illustrate: to record, in shorthand, the word *deck*, we write only *d-e-k*, omitting the *c*, which is not

articulated in this word. For *gem* we write *j-e-m*, for, in this case, *g* takes the soft sound—the sound of *j*. For *gun*, or for *log*, we write the *g*-sign (pronounced *gay*)—the sign that represents the hard sound of *g*.

All silent letters are omitted, as the *e* in *mate*, one *t* in *bitter*, one *s* in *vessel*. We have no character for *c*. When it takes the soft sound, as in *city*, *s* is written, and when it takes the hard sound, as in *cotton*, *recover*, the sign for *k* is written.

We have no sign for *x*, as this letter is a combination of *k* and *s*. Note that *b-o-k-s* spells “box” as certainly as does *b-o-x*. *F* expresses *gh* in such words as *rough*; *through* is written *thru*; *ache* is *ak*.

Through all your study of shorthand keep constantly in mind that the two main factors of success are—

Practicing each outline hundreds of times, and

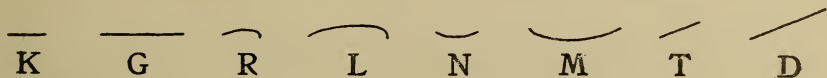
Reading everything you write—read it often.

The next page is inviting you. It will place you on the First Round of the Ladder to Success. Succeeding pages, leading to Higher Rounds, can be turned by YOU only. Success depends upon YOU.

FIRST LESSON

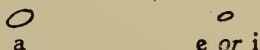
THE ALPHABET

§ 1. The consonant signs are of three different lengths known as full-lengths, half-lengths, and ticks. Those given below are half-lengths and full-lengths, written forward; T and D slanting upward:

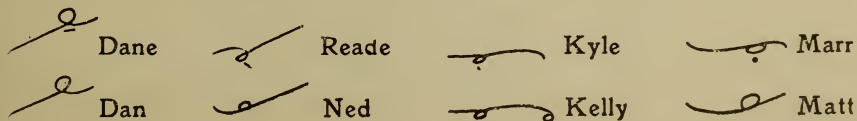


The sign for *G* is called *gay*—the hard sound heard in *get*, *tag*.

§ 2. The **Vowels A, E, and I** are expressed by circles—the *a*-group by a large circle; the *e-i*-group by a very small circle:



The long sounds of these vowels may be distinguished from the short sounds by little marks called "precision marks." It is not often necessary to employ them, but occasionally they are needed when writing peculiar proper names or unusual words, and for that reason you should become familiar with them:



NOTE—Make the circle VERY SMALL for *e* and *i*, and QUITE LARGE for *a*.

§ 3. HOW TO JOIN THE CIRCLES

1. When a circle begins or ends an outline it is written—(a) on straight signs with the forward motion, the direction in which the hands of a clock move; in other words, on the under side of the above straight signs. (b) Turn it on the inside of curves:

| | | | | | |
|--|--------|--|----------|--|------|
| | me, my | | ail, ale | | ache |
| | day | | lay | | gay |
| | aid | | aim | | eddy |



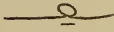


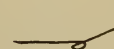



2. Between curves struck in opposite directions, which unite without an angle, turn the circle on the back of the first curve. Omit the vowel in *mail*, *rain* and *ran*:

| | | | | | |
|--|-------|--|-------|--|-----------|
| | limb | | lean | | mail |
| | kneel | | merry | | rain, ran |













3. (a) Between straight signs which unite without an angle, turn the circle on the first stroke as if no other sign were to follow. (b) Between a curve and a straight sign which unite without an angle, turn the circle on the inside of the curve:

| | | | | | |
|--|------|--|-------|--|------|
| | keg | | need | | net |
| | tied | | dally | | mad |
| | cake | | tile | | tire |

4. In any other combination, the circle is turned on the outside of the angle:

| | | |
|---|---|---|
|  leak |  enemy |  game |
|  lad |  din |  giddy |
|  rack |  gale |  rail |

§ 4. **Word-Signs.**—About one-half of all English composition is made up of a few words used over and over. By providing brief forms for such words a high-speed factor is introduced. Such signs are termed “word-signs.” They must be practiced until you are *perfectly familiar* with them. The first list follows:

| | | |
|---|--|--|
|  are, h-our |  do, date |  it, to |
|  as, has |  go, good |  am, more |
|  come |  in, no, know |  today |
|  came |  I, is |  will, letter |

Rem. When any sign is used to indicate more than one word, the words are such as can not be read, one for the other, and yet retain the sense of the sentence.

§ 5. **Tick Word-Signs.**—The following words, of very frequent occurrence, are indicated by minute dashes, called “ticks,” thus:

a, [—]an and he, [′]the

Rem. 1. The sign for *he* or *the* is usually made downward.

Rem. 2. Sometimes - may be written for *and*, in phrasing (see next page), and | may be written for *a-n*, in phrasing.




























Additional Exercise

NOTE—All exercises should be practiced until every word in them can be written without a particle of hesitation.

| | | | | | | | |
|--|-----------|--|--------|--|--------|--|--------|
| | may | | die | | lack | | key |
| | alley | | lane | | lag | | leak |
| | ray | | Nellie | | rig | | tiny |
| | ear | | kick | | wreck | | deem |
| | knee | | tidy | | decay | | Ella |
| | neigh | | needy | | dig | | mate |
| | Anna* | | mid | | tick | | amity |
| | tie | | amid | | tack | | writ |
| | ready | | men | | allied | | cat |
| | late | | rill | | iron | | galley |
| | raid | | tag | | racket | | guide |
| | ate | | gain | | rally | | gate |
| | attic | | eighty | | rare | | arid |
| | etiquette | | team | | kill | | tame |
| | ticket | | Lillie | | keel | | attack |

*Place an inverted caret under outlines for proper names.

§ 6. **Phrasing.**—Speed is increased by joining the outlines of two or more words. Never phrase outlines that do not join easily, nor when the words are not closely connected in sense. Do not phrase proper names, nor words seldom heard.

| | | |
|---|---|--|
|  it is |  it is in |  and I may |
|  is it |  it is the |  as good as |
|  as it |  it is a-n |  it may |
|  as it is |  and a-n |  in our |
|  I am |  and the |  in the |
|  I go |  he is |  has as |
|  I do |  is he |  as I |
|  I will |  as he |  as I may |
|  I know |  may I |  as I go |

NOTE—When a tick-sign is joined to any sign other than a circle, an angle MUST appear where the signs unite. The sign for *to* is used only in phrase writing. See bottom of page 21.

Rem. The sign for *a-n* is usually joined at the BEGINNING of a phrase while *the* is usually joined at the END of a phrase, thereby avoiding a possibility of conflict if such distinction is not observed and the slant should vary.

§ 7. **Punctuation.**—Punctuation marks are practically the same as in ordinary writing. For sake

of distinction, the following marks are varied in form:

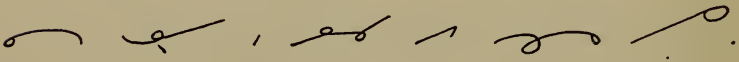
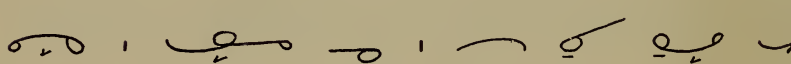

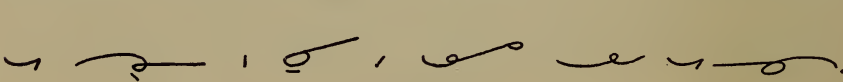
| | | | | | |
|------|--------|---------------|-------------|-------------|-----------|
| + | " | ? | ! | () | P |
| dash | hyphen | interrogation | exclamation | parentheses | paragraph |

Writing Exercise

NOTE—Words connected by a hyphen should be phrased.

1. We-may gain in-our attack and-it-may rally the team.
2. We lack a key to-the attic.
3. The wreck is-in-the lake and-may leak.
4. We-will attack the enemy at Lisle today.
5. Maggie came in-the leaky wreck.
6. We-may-go and guide Ned in-the lake.
7. It-is as-good-as we-may do.
8. The tame cat came in-the mail and ate the rat.
9. The needy men made a racket at the gate in the night.









Reading Exercise

SECOND LESSON

THE ALPHABET—Continued

§ 8. **Consonants.**—The following signs are half-lengths and full-lengths, written downward:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |
| P | B | F | V | Ch | J | Ng | Nk |




Rem. *Ch* is called *chay*, not *see-aitch*.

§ 9. Join the circle to the above signs in the same manner in which it is turned on the signs given in the preceding lesson. Note carefully the application of the rules given under § 3:




Rule 1---

Clock motion:  ape  pay  inky




Inside curves:  each  if  edge




 fee  Eva  itchy

Rule 2---




 fetch  chief  Java




Rule 3---



 pipe  life  alive

 bib.  chin  gem

Rule 4---

 gab  cap  niche

 cave  pitch  jig

 fear  jet  back

Rem. Such combinations as B-M, R-P, if made theoretically exact should come under Rule 4, but ease and beauty of

writing require that we regard them as blended combinations; consequently we turn the circle on the inside of the curves:

balm beam palm reap leap

§ 10. The term "circle" is used only for convenience of expression; it usually is elliptical in shape. In some combinations it is a pronounced loop:

dip paid catch
 teach fig feed

§ 11. **Position of Outlines.**—The lower portion of the first STROKE should rest on the line. If the first SIGN is a tick or a circle, place the outline so that the second sign rests on the line:

wrap rate peak magpie lady fib engage

Rem. Ruled paper is not necessary, but by using it, or at least following an imaginary line, greater speed will be attained than by writing in an unlineal manner.

§ 12. Omit the vowels in—

bill check near, nor duty did

S AND Z

§ 13. Two signs are provided for S—a right-hand sign like a comma, and called "comma-s," and a left-hand sign like a minute Ch, called the "left s."

§ 14. **How to Join S.**—1. When joining S to a straight sign use the form that gives a sharp angle. The intervention of a circle does not nullify this rule:

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

2. When joining S to a curve use the form that requires the same pen movement that is required to make the curve-stroke. The intervention of a circle does not nullify this rule:

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

NOTE—When S comes between signs formed by reverse movements the preceding rules conflict. In such cases write the S that coincides in movement with the movement of the vowel.










| | | | |
|--------|---------|-------|---------|
| | | | |
| raisin | missile | nasal | passage |

Rem. Omit obscure vowels; see "raisin." Write J for the syllable "age" unless preceded by P or B. In such cases write aJ.
























4. When S is the only consonant in a word use the right-hand sign:

| | | | | | |
|-----|-----|------|------|-------|--------|
| | | | | | |
| say | see | ease | easy | essay | assize |










5. The S-sign is used for Z also. When necessary to make a distinction make the sign heavy for Z:

| | | |
|--|--|---|
|  race |  seal |  sink |
|  raze, rays |  zeal |  zink |
|  zest |  xylite |  Ziska |





Word-Signs

| | | | |
|---|--|--|--|
|  about |  desire, Dear Sir: ever-y |  get |  satisfactory, satisfy |
|  advantage | |  have, very |  saw |
|  after |  except |  kind |  so, was |
|  any |  favor |  make |  take-n |
|  be, been |  first |  name |  thing, think |
|  cause, because |  for, form |  receipt |  which change |





























































Phrases

| | | |
|---|---|---|
|  has been |  I will go |  I may go |
|  it has been |  I will have |  I may be |
|  which is |  I will do |  I may get |

Rem. When phrasing *say* or *see* either S may be written:






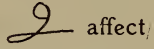



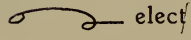



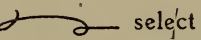


| | | | |
|---|---|---|---|
|  |  |  |  |
| may say | I say | I do say | may see |

Additional Exercise

| | | | | | |
|--|---------|---|---------|---|----------|
|  | bet |  | age |  | fag |
|  | ditch |  | vied |  | jag |
|  | chime |  | feed |  | cheek |
|  | rave |  | message |  | beak |
|  | badge |  | feel |  | efface |
|  | bag |  | package |  | sale |
|  | pack |  | baggage |  | case |
|  | cab |  | cheap |  | sake |
|  | match |  | beef |  | says |
|  | map |  | page |  | nap |
|  | pick |  | vail |  | enamel |
|  | five |  | avail |  | meek |
|  | sell |  | vague |  | anaemic |
|  | by, buy |  | fail |  | misery |
|  | tab |  | arrayed |  | wreckage |
|  | bad |  | palate |  | adage |
|  | less |  | fasten |  | salad |
|  | vast |  | safer |  | silk |
|  | risk |  | escape |  | vessel |
|  | ask |  | bask |  | guess |

NOTE--Pay especial attention to the outlines for "baggage and package."

§15. T, when indistinctly sounded, may be omitted:

| | | | | | | | |
|---|--------|---|--------|---|------|---|-------|
|  | act |  | effect |  | last |  | adapt |
|  | fact |  | affect |  | past |  | adopt |
|  | test |  | elect |  | rest |  | Egypt |
|  | attest |  | select |  | best |  | fast |

Writing Exercise

Dear Sir: I-will leave Paris in about ten days and-will-go to-see the big fight our army will-make. I-know our men are the best and will-lick the enemy if he-is in sight. If in Egypt get beef, meal and tea for-the army. It may-come by-rail. I-will-go by vesse! to Calais [Ka-La] and by-rail to Nancy and Sedan. After our men make the fight it will-be safe to-live in Alsace in-the days to-come.

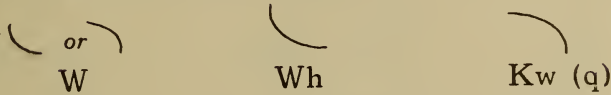
Reading Exercise

(Handwritten shorthand text for reading exercise)

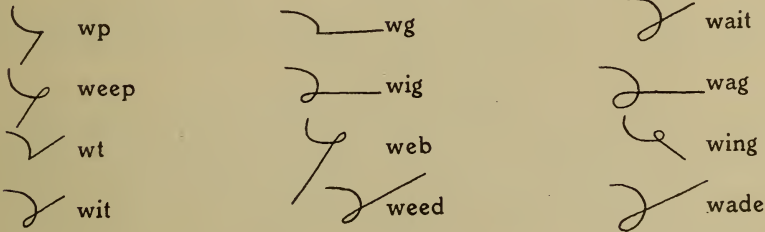
THIRD LESSON

THE ALPHABET—Continued

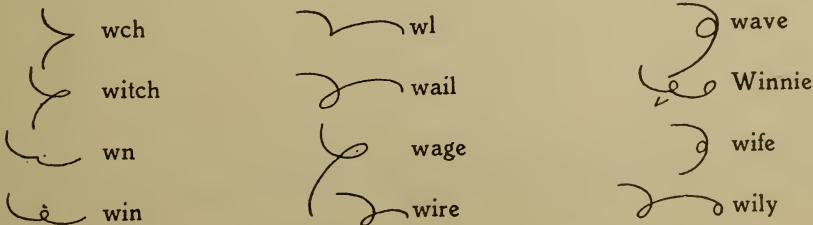
§ 17. The following are half-lengths, and full-lengths, written downward:



§ 18. 1. When W is to be joined to a straight sign use the sign that will join at a sharp angle. The intervention of a circle does not nullify this rule.















2. When joining W to a curve use the sign that requires the same movement that is required to form the curve to which W is to be joined. The intervention of a circle does not nullify this rule:



NOTE. Particular attention must be given to the principle underlying the above rules, the first being for the purpose of



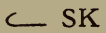

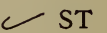





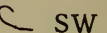






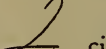



securing sharp angles; the second for securing uniformity of movement. Other duplicate curves will be given later, to which these rules shall also apply.

§ 19. The letters *qu* in print express the sound of *kw*. Pronounce k-w-i-k and you will see the analogy.

| | | | | | |
|---|-------|---|-------|---|-------|
|  | whig |  | queer |  | whip |
|  | whim |  | quail |  | quip |
|  | whine |  | quell |  | quack |
|  | whet |  | quid |  | queen |

THE S-HOOK

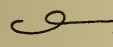

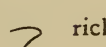
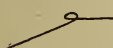

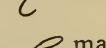


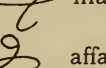
§ 20. 1. S is joined to the consonants given below as a large initial hook. When a distinct vowel follows *s* write the tick-sign for S:

| | | | | | | | | | | | |
|---|------|---|--------|---|--------|---|----|---|----|---|-----------------|
|  | SN |  | SM |  | SK |  | SG |  | ST |  | SD |
|  | SF |  | SV |  | SR |  | SL |  | SW |  | SK _w |
|  | snag |  | sphere |  | smack | | | | | | |
|  | snap |  | sedate |  | civic | | | | | | |
|  | skid |  | sled |  | squeal | | | | | | |

Note--Little if anything is gained by writing the hook form for S at the beginning of R or L. Some will prefer the hook; others the alphabetic form.









2. S is joined at the end of any straight stroke by turning a large hook on either side of the

stroke, and to any curved stroke by turning a large hook on the inside of the curve. When a distinct vowel precedes, write the tick-sign for S:

| | | |
|---|--|---|
|  snags |  sales |  riches |
|  digs |  needs |  matches |
|  steeds |  avails |  affairs |










Note--Theoretically S could be made as a hook on the end of F or V, but it is more tedious to make the hook than to write the comma-s.

§ 21. The vowel in the following words is omitted:









| | | | |
|---|--|---|---|
|  son, soon |  sense, since |  goes, goods |  success |
|  seem, some |  senses |  does |  successes |

SES, SIS, SUS

























§ 22. Writing either S-sign without slant and lengthening it slightly, expresses *ses*, *sis*, or *sus*. The choice of sign is governed by the rules that apply to S. Plurals formed by changing *sis* to *ses* are expressed by placing the \bar{e} -precision mark near by:

| | | |
|---|--|--|
|  pieces |  races |  assess |
|  basis |  leases |  assesses |
|  bases |  cases |  teases |

§ 23. Omit *t* from the syllable *sist*. Lengthen this sign to express *str* as in *master* or *stream*:
















| | | | |
|---|--|--|--|
|  assist |  insist |  faster |  strain |
|  resist |  desist |  teamster |  strike |

Word-Signs





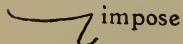
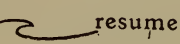


| | | | | | |
|---|---------------|---|----------------|---|------------|
|  | allow-ance |  | just |  | want, we |
|  | average |  | least |  | way, we |
|  | business |  | most |  | week |
|  | consist-ent |  | must |  | well, went |
|  | consistency |  | possible-ility |  | were |
|  | differ-ence-t |  | serve, service |  | where |
|  | hope, up |  | several |  | when |
|  | instant |  | ward |  | while |

Note that either of the signs for W may be written to express "we."

 Phrases

| | | | | | |
|---|--------------|---|-----------|---|------------|
|  | I have |  | in which |  | we may go |
|  | I hope |  | for which |  | we will go |
|  | when is the |  | any way |  | we do |
|  | where is the |  | no way |  | will allow |
|  | where are |  | some way |  | will make |

§ 24. Omit the vowels in the following syllables:

| | | | | | | | |
|---|--------|---|------------|---|-----------|---|--------|
|  | pose |  | sum-e, s-m |  | sen, syn. |  | dozen |
|  | impose |  | resume |  | senate |  | summit |

§ 25. **Contracted Outlines.**—A contracted outline is one requiring more than one consonant stroke for its formation, and which presents an imperfect representation of the word, such as the following:

| | | | | | |
|--|------------------|--|--------------|--|-------------|
| | began | | institute | | perfect |
| | begin-ning | | govern-ment | | refer-ence |
| | capable-bility | | part | | regular-ity |
| | dignify, dignity | | peculiar-ity | | represent |

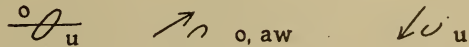
Additional Exercise

| | | | | | |
|--|----------|--|----------|--|----------|
| | sat | | catches | | switches |
| | sateen | | seller | | ditches |
| | touches | | disease | | skate |
| | teaches | | diseases | | styles |
| | dazes | | recess | | skill |
| | passes | | nieces | | weak |
| | secede | | amazes | | lags |
| | next | | stay | | faces |
| | access | | lattice | | effaces |
| | sneezes | | else | | vices |
| | suffices | | guesses | | small |
| | ceases | | Caesar | | means |

FOURTH LESSON

THE O-HOOK THE U-HOOK

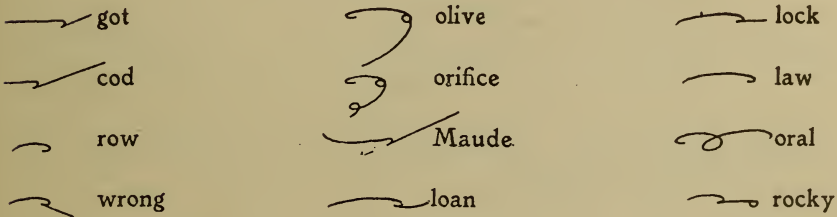
§ 26. The upper portion of a very small ellipse expresses *o* or *aw*, and the lower portion expresses *u*:



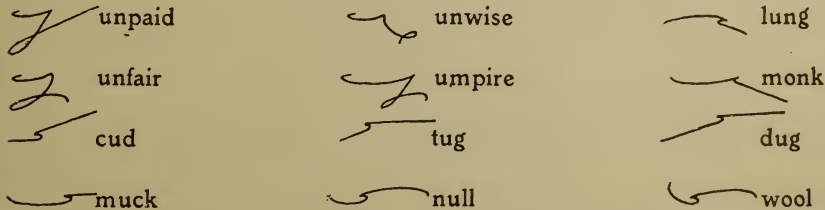
NOTE that *o* is made with the forward motion and that *u* is made with the reverse, or backward motion.

§ 27. HOW TO WRITE O AND U

















1. After K, G, N, and M, and before and after R, and L, *o* is turned on its side so as to form a hook:















2. *U* is turned on the upper side of N, M, and Ng-k, at the beginning or end. Also, at the END, on the upper side of T, D, K, G, and left-W:



3. When *o* is preceded or followed by P, B, Ch, J, N, or M, or is preceded by W, the *u*-sign is used for *o*:













| | | | |
|---|---|---|--|
|  on, own |  omit |  note |  chop |
|  honest |  omen |  obey |  nod |
|  John |  walk |  job |  fob |
|  opaque |  optic |  knock |  pod |























































4. Between signs *o* and *u* may point in any direction so as to form a hook, writing *o* with the forward movement; *u* with the reverse or backward motion:

| | | |
|--|--|--|
|  talk |  roan |  loam |
|  tuck |  ruin |  loom |
|  tone |  mud |  lunch |
|  ton |  mode |  launch |

5. Between signs, when either *o* or *u* does not join as a hook, it is omitted.

NOTE—The fact that the circle vowels are nearly always written and that in most cases either *o* or *u* joins easily as a hook makes it clear that the outline without the vowel is as legible as the one containing the vowel. Observe and practice the following sets of words having the same consonants:

| | | |
|--|---|--|
|  lock |  rogue |  moon |
|  luck |  rug |  moan |
|  lack |  rag |  main |
|  lick |  rig |  men |






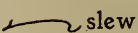






| | | |
|---|--|---|
| [ noon | [ rude | [ snoop |
| [ nun | [ road | [ snap |
| [ nine | [ ride | [ snip |
| [ Nan | [ raid | [ fog |
| [ match | [ teach | [ fag |
| [ much | [ touch | [ fig |
| [ wrote | [ rock | [ map |
| [ route | [ rook | [ mop |
| [ rate | [ rack | [ duck |
| [ writ | [ wreck | [ dock |
| [ packet | [ bullet | [ foam |
| [ picket | [ ballot | [ fume |
| [ pocket | [ billet | [ fame |
| [ love | [ snook | [ bode |
| [ leave | [ snake | [ bed |
| [ bought | [ sneak | [ bad |
| [ bat | [ volley | [ smoke |
| [ bet | [ valley | [ smack |

Rem. In a few instances *o* may be substituted for *u*, especially for the *oo*-sound *school*:

 school  to, two, too  roof  loose  Lewis







NOTE—When *to* is not phrased it is written in full as here.

6. When *o* or *u* begins or ends a word it is always written:







| | | |
|---|---|--|
|  odd |  few |  chew |
|  ought |  view |  slew |
|  arrow |  ox |  dew, due |
|  k-new |  widow |  adieu |

Rem. In words of more than one syllable, initial *o* may form a hook on *t* or *d*, as in *oddy*, *autopsy*. See *audibility*, page 88.




















7. If necessary, the long sounds of *o* and *u* may be distinguished by precision marks, thus:

| | | |
|---|---|---|
|  Doe |  Guni |  Coate |
|  Law |  Moody |  Cohn |


























































NOTE—The junction between a hook and a following stroke is occasionally made easier by inclining the end of the hook toward the preceding stroke:

| | | | | | |
|---|--|--|--|--|---|
|  bud. |  bug |  chuck |  chugs |  pod |  potato |
|---|--|--|--|--|---|

Word-Signs


| | | |
|---|--|--|
|  all |  done, dollar-s |  order, would |
|  almost |  gone |  put |
|  already |  large |  unless |
|  altogether |  necessary, necessity |  took |
|  body, but |  none |  what |
|  call, could |  of, who |  you-r |
| | |  Yours truly |


Additional Exercise


| | | |
|---|--|--|
|  enough |  slow |  allure |
|  such |  stock |  lurch |
|  course |  chum |  lower |
|  roar |  allot |  layer |
|  pull |  docket |  callow |
|  sorry |  coal |  fellow |
|  soak |  load |  bellow |
|  top |  scope |  pillow |
|  stop |  bunch |  tall |
|  fall |  punch |  tool |
|  fail |  sorrow |  box |
|  feel |  rule |  adore |
|  boss |  irony |  solace |
|  buss |  evokes |  tore |
|  lot |  loss |  swap |
|  loot |  losses |  gun |
|  poor |  Scott |  polite |
|  four |  war |  wall |
|  woke |  awoke |  dozes |


Rem. Where *o* may form a hook on a following *S* and on a preceding character it should be written on the preceding sign:


 toss

 rose

 foes

 tosses

 loose

 choose

Writing Exercise

1. Lou rode to New Castle on a load of willow poles.
2. The widow was honest enough to pay back the loan.
3. The sea foams and rolls near the rocks by the dock.
4. It will-be necessary to-put-the rude rogue who stole the rug, in-the lockup unless the unfair boss pays for it by noon.
5. I-wish a loan so I-will be-ready to take a course in law.
6. Your bill is unpaid and must-be paid today.
7. Go after the men in-the launch and-get wood and-a lunch for-the poor but polite widow who lives on-your route.

Reading Exercise

(Handwritten shorthand text, likely a transcription of the writing exercise above)




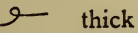
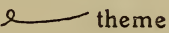



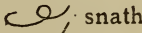
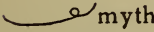
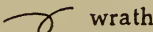
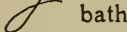

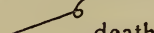

FIFTH LESSON



THE ALPHABET—Concluded

§ 29. The following signs are ticks and a dot:









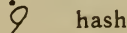
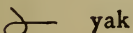

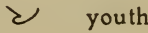

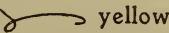

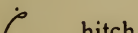

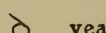
| | | | |
|---|---|---|---|
|  |  |  |  |
| Th | Sh | H | Y |

§ 30. Th is written upward. When joined to another consonant it must unite at an angle:













| | | |
|--|---|---|
|  thk |  thm |  teeth |
|  thick |  theme |  Smith |
|  mth |  thief |  snath |
|  myth |  wrath |  bath |
|  athlete |  death |  them |

§ 31. Th in  that  than is omitted.









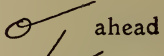

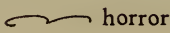
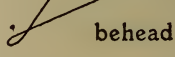
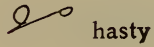
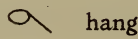
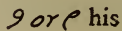
§ 32. H and Y occur only at the beginning of syllables. The H-dot is placed above a following vowel. Y is joined at an angle with another consonant:

| | | | | | |
|--|--|---|---|--|--|
|  heat |  hath |  hill |  hum |  hose |  hair |
|  yell |  hack |  hash | | | |
|  yak |  yet |  youth | | | |
|  hut |  yellow |  ye | | | |
|  hitch |  hire |  yea | | | |








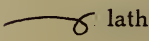


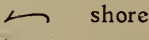











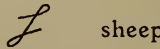



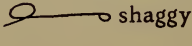

§ 33. Sh is written upward or downward, but always at a sharp angle with another consonant:

















| | | | | | |
|---|-------|---|------|---|--------|
|  | shave |  | wish |  | shells |
|  | shove |  | wash |  | dish |
|  | she |  | cash |  | shame |
|  | sheet |  | shut |  | shock |

§ 34. H may often be omitted, provided a following vowel be written:









| | | | | | |
|---|-------|---|--------|---|------------|
|  | horse |  | him |  | here, hear |
|  | had |  | hip |  | head |
|  | home |  | hog |  | ahead |
|  | hole |  | horror |  | behead |
|  | hasty |  | hang |  | his |

Additional Exercise

| | | | | | | | |
|---|---------|---|---------|---|----------|---|-------|
|  | has |  | shun |  | hem |  | earth |
|  | these |  | then |  | shred |  | lath |
|  | shape |  | yahoo |  | shore |  | kith |
|  | shop |  | theory |  | shale |  | ham |
|  | yes |  | push |  | shallow |  | hat |
|  | fish |  | heave |  | sheepish |  | bush |
|  | shampoo |  | shellac |  | shaggy |  | hale |

| | | | |
|---|---|--|---|
|  wreath |  shine |  yelp |  they |
|  shake |  heavy |  behalf |  hatch |
|  shaky |  harvest |  shadow |  hedge |
|  sheaf |  shear |  heath |  heap |













§ 35. The syllable **ther** is expressed thus:

| | | | |
|---|---|--|---|
|  father |  hither |  rather |  weather |
|  mother |  thither |  gather |  wither |





PREFIXES AND TERMINATIONS

§ 36. Some of the common prefixes and terminations are now presented so as to enable us to illustrate certain words that otherwise we should have to hold over until a later period of the study.

1. **Ex** is expressed by *es*; **com** and **con** are expressed by a dot placed at the beginning of the next character, and **ing** by a dot placed at the side of the preceding character. *L* is often omitted from **ly**:

| | | | |
|---|---|--|--|
|  excels |  going |  consume |  rarely |
|  excess |  making |  compose |  early |
|  exchange |  putting |  conserve |  fairly |

2. The *ing*-dot expresses the syllable **thing**:

| | | | |
|--|---|--|--|
|  something |  nothing |  anything |  everything |
|--|---|--|--|

3. Any small sign placed in the position of the *com-n* dot implies *com* or *con*; in the position of the *ing-dot*, *ing* is implied. Omit L from **ingly**:

| | | | | | |
|--|-------------|--|-----------|--|-------------|
| | doing the | | amazingly | | allowing it |
| | making a-n | | lovingly | | I confess |
| | putting the | | willingly | | to commit |

§ 37. The termination **shun** (spelled *tion*, *sion*, *cian*, etc.) is expressed by Sh. Syllables following *shun* are added as illustrated:

| | | | | | |
|--|----------|--|---------------|--|-----------|
| | nation | | section | | session |
| | national | | pulsation | | visionary |
| | nations | | passionate | | plocation |
| | potion | | assassination | | election |
| | action | | secession | | faction |









§ 33. **Vowelizing Shun.**—Insert *a* in *-cation*, *-lation*, *-nation*, *-ration*, *-sation*, and *-ciation*; *e* in *-ession*; *i* in *-lition*, *-mission*, *-vision*; *o* in *-lotion*, *-rosion*; and *u* in *-fusion*. In most other cases the vowel preceding *shun* may be omitted.

| | | | | | |
|--|-----------|--|-----------|--|---------------|
| | notion | | addition | | pollution |
| | emotion | | station | | ignition |
| | execution | | partition | | participation |













§ 39. L may be omitted from the ending **al**:

| | | | | | |
|--|-------|--|-------|--|-------|
| | regal | | final | | medal |
|--|-------|--|-------|--|-------|

§ 40. The ending **self** is expressed by S; **selves**, by Ses; **ceive**, by Se. The prefix **self** is expressed by Se, detached:













 myself
  themselves
  selfish
  self-conceit
 himself
  ourselves
  deceive
  receive

Word-Signs








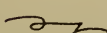




 although,
other
  neither
  sure-ly
  though,
those
 another
  shall
  this
  with
 either
  should
  their, there
  without

Rem. When *this* and *there* are not phrased use the first sign.

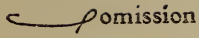
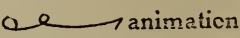
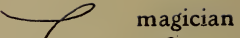

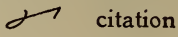
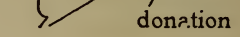
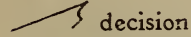
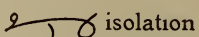
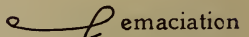
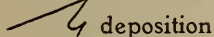
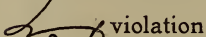
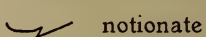
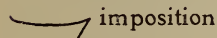
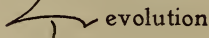
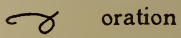
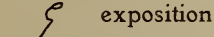
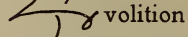
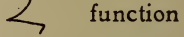
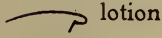
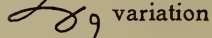

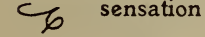
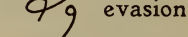

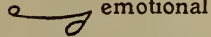
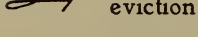
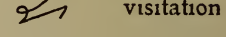
Phrases

 with their
  although there
  is satisfactory
 in their
  I desire
  we desire
 it was
  as desired
  shall it be
 as it was
  any desire
  as we do

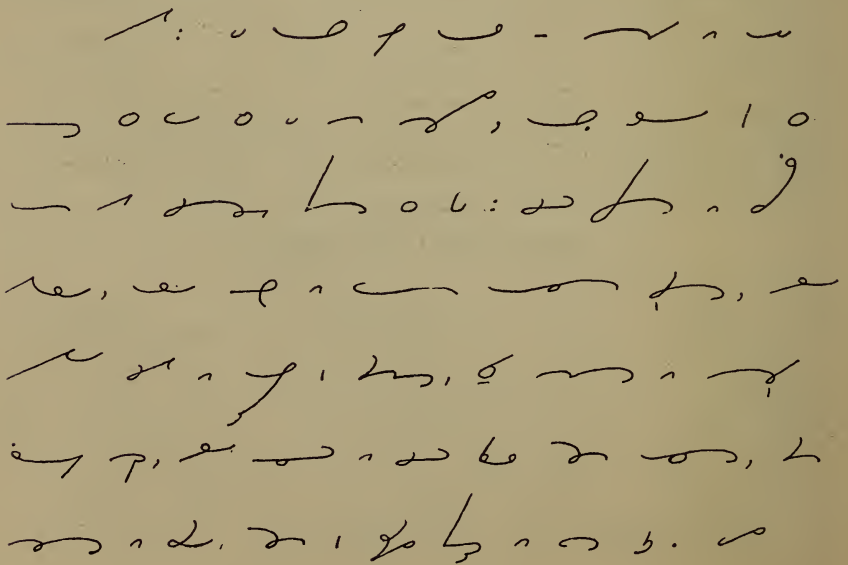
Additional Exercise

 edition
  consumption
  causation
 factional
  consummation
  only
 notation
  reactionary
  calmly
 petition
  incision
  thickly

Rem. To distinguish from "consumption," A is retained in "consummation."

| | | |
|--|---|--|
|  omission |  animation |  magician |
|  relation |  citation |  donation |
|  decision |  isolation |  emaciation |
|  deposition |  violation |  notionate |
|  imposition |  evolution |  oration |
|  exposition |  volition |  function |
|  lotion |  variation |  legal |
|  sensation |  evasion |  illegal |
|  emotional |  eviction |  visitation |

Reading Exercise



 A man of great ability and energy
 who has been successful in his
 career and has a high reputation
 for his work and character.
 He is a man of great ability and energy
 who has been successful in his
 career and has a high reputation
 for his work and character.















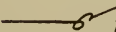
SIXTH LESSON

DIPHTHONGS











§ 42. 1. A diphthong consists of two vowels that are uttered with one impulse of the voice, as the sound of *u* in *fury*, composed of *i* and *oo*. There are four pure diphthongs; *i* in *ice*, *u* in *pure*, *oi* in *oil*, and *ow* in *now*. The first two owing to their frequent occurrence, have been provided with simple signs. The last two being less frequently used, are provided with compound signs, thus:






 or   or 
 oi or oy ou or ow

2. The rules for joining these signs to other signs are the same as the rules for joining the other vowels:

| | | |
|--|--|--|
|  toy |  now |  ounces |
|  boy |  how |  pounces |
|  joy |  noises |  house |
|  noise |  oils |  wow! |
|  annoy |  fowls |  gout |













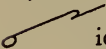


§ 43. A final consonant following *oi* or *ow* is often omitted:

| | | | | |
|--|---|---|--|---|
|  shout |  doubt |  invoice |  round |  count |
|  voice |  power |  found |  around |  account |







| | | |
|--|---|--|
|  gown |  announce | down is written  to distinguish it from <i>doubt</i> |
|  town |  announces | |

CONCURRENT VOWELS


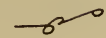




§ 44. 1. When two or more vowels occur consecutively the least distinctly sounded vowel is usually omitted. Express *ious* and similar combinations by *os*:

| | | |
|---|---|---|
|  serious |  piteous |  Roanoke |
|  dial |  various |  mediate |
|  assiduous |  gaseous |  affiliate |
|  osseous |  diary |  initiate |
|  idiot |  idiom |  myriad |






2. Express *ia* by placing the Y-sign above the vowel, or above the vowel place. Any other vowel preceding *a* may be expressed by placing its precision mark within the circle:

| | | |
|--|---|---|
|  pinion |  Juniata |  Judea |
|  onion |  Genoa |  Nyack |




3. In most cases, however, where it is necessary to record both vowels, they are written in their regular order:

| | | |
|---|--|--|
|  iota |  coyote |  Lehigh |
|  poem |  Leo |  aerial |

4. *Aying, eeing, etc.*, are expressed by the vowel and *ing-dot*:



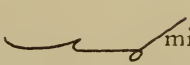












| | | | | |
|---|--|---|--|---|
|  paying |  seeing |  lying |  rowing |  chewing |
|---|--|---|--|---|

5. A circle vowel may be joined to a precision mark, or the marks may be united:








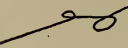

| | | |
|---|---|--|
|  piety |  Niobe |  Moab |
|---|---|--|

OMISSION OF VOWELS










§ 45. (a) The vowels in the syllables *be, de, re, dis* and *mis* are usually omitted:

| | | |
|---|---|--|
|  beast |  debate |  misguide |
|  behave |  debase |  retake |
|  betake |  debauch |  below |
|  revise |  dismisses |  renew |
|  depot |  remiss |  reason |

(b) When the insertion of the vowel makes a more easily formed outline, or when R is followed by R, L, K, or G, the vowel is retained:






















| | | |
|---|---|--|
|  wreck |  release |  derail |
|  rear |  delete |  decay |
|  relay |  decade |  decoy |

§ 46. A circle vowel is omitted in any combination of R or L and Ch or J:

| | | |
|---|--|---|
|  rich, reach |  rage |  peerage |
|  latch |  carnage |  cheer |
|  ledge |  marriage |  jeer |


































Note--The foregoing rules embrace only the most important combinations from which vowels are omitted. No one has yet been able to formulate rules covering all omissions, in any system. Much must be left to the judgment of the writer, but, when in doubt about the omission of a vowel, WRITE IT.

Word-Signs

| | | |
|---|--|--|
|  above |  educate-ion |  obscure-ity |
|  accurate |  essential |  opinion |
|  appoint-ment |  general |  out |
|  beyond |  happy |  recognize |
|  belief, believe |  immediate |  separate-ion |
|  charge |  machine |  state |
|  citizen |  Mr. |  usual-ly |

Note--The word "mister" should be written in full--M-I-Ster.

Additional Exercise

| | | |
|--|---|--|
|  fiat |  radius |  sciatica |
|  fiasco |  radium |  deity |
|  elegy |  Israel |  fatuity |
|  Siam |  dowery |  fastidious |
|  Rio |  Aello |  Guiana |
|  chores |  Scioto |  Josiah |
|  tuition |  tiara |  filial |
|  beseech |  filiation |  Messiah |
|  sunk |  dahlia |  furious |
|  invidious |  regalia |  laity |
|  hideous |  Dian |  chill |

 Writing Exercise

1. They are very serious and may call for the necessary petition any day. 2. Act calmly about it; that is the best thing to do. 3. The boy sat in the room and wrote a check for the account of Josiah Lowell. 4. Count the various gowns when you get the invoice. 5. He sat in a rocking chair and wrote an account of the debate in my diary. 6. The pious came past Jericho on their way to Judea. 7. He is capable of doing the job at the asylum with the necessary decorum. 8. The wreck was just below the depot down by the local gas house. 9. Your eviction was in violation of your legal rights and you should take action so as to avoid the possibility of a repetition of their abuse of power in your section of the nation.

10. The most essential thing for-you to do is to-get a good-job. 11. We-recognize that it-may-be impossible to-make the appointment this-week. 12. When every citizen shall-have-a good-education this-nation will-be ahead of other-nations and-all will-be happy. 13. The new location of-the Eighth Ward election booth is-satisfactory to only a few of-our best citizens. 14. I-may deceive myself, but I-feel sure that I-desire to-see the petition asking for-the partition of-the rear section. 15. You-should-keep a diary and make notes of-the various affairs in-which-you mediate. 16. There was a debate in-the town as to-the reason for revising-the local laws. 17. Some have an-idea that we-should affiliate.







Reading Exercise

g - o e n i y a n p o o o i
 7 d e p . e b e s - u d i
 o - o h . e b e , b o r a s
 - b e e . e l - o h .
 - o d . e o o e - e p l
 o o o o i y l f . i d e
 y o e o i y e r o e p .
 i h o u o l - o . u o .

SEVENTH LESSON

COMBINED CONSONANTS













§ 48. Each of the following expresses a vowel with the consonants. They are written UPWARD:

| | | | | | |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| End or Ent | Den or Ten | Endr or Entr | Der or Ter | Del or Tel | Dem or Tem |

Note the different lengths—half-, full-, and super-lengths.


§ 49. **Their Use.** 1. *End-t* and *end(t)er* are never used when a vowel follows N as in *notary*. A vowel always precedes, and if it is the short sound of E, I, or U it is usually omitted at the beginning of an outline.

The sign for *den-ten* includes a vowel, but its use is restricted to words in which the vowel is short or obscure, and to words ending in *tain*:


| | | |
|---|---|---|
|  |  |  |
| end | entice | entices |
|  |  |  |
| endways | intent | smitten |
|  |  |  |
| entity | intense | maiden |
|  |  |  |
| contain | detain | ponder |


2. *Der-ter* and *del-tel* may embrace any short vowel. They may be used in the body of an outline without

an intervening vowel, as in *betroth*, *sweetly*, and in outlines of two or more strokes the *der-ter* sign may include any vowel:

 scatter


 delay


 derision

 attorney

 lately

 idle

 attrition

 betray


 title


NOTE—This sign is not used for *der* at the end of a word, as in *rider*. The next lesson embraces this class of words.

3. *Dem-tem* may include any short vowel, and may express the final syllables *tem* and *deem*:

 item


 redeem

 autumn


 damages

 tomato


 bottom

 timothy

 esteem

 atomize


§ 50. The S hook may be made on any of the combined consonant signs, at the beginning or end:


 sent, cent

 center


 send


 still


 writers

 Sunday


 ends

 century


 endless

 scatters

 decent


 consent


 orators

 victories

 items

 reticent

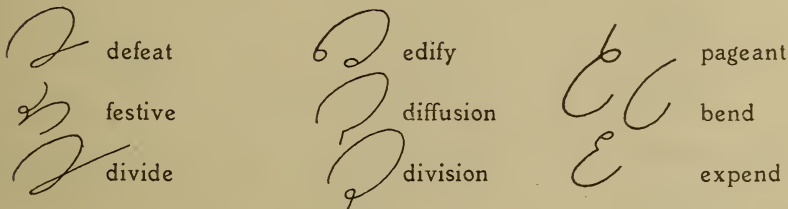
 chastened

 recently

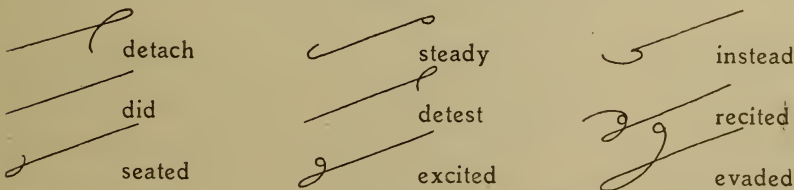
Observe the difference in the outlines for *sent* and *send*.

OTHER COMBINED CONSONANTS

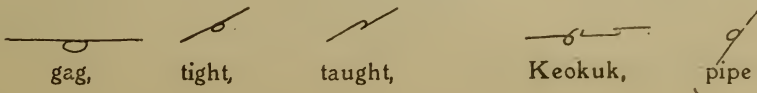
§ 51. T or D, followed by F or V, has a tendency to curve outward, forming an elliptical shaped outline. The same is true of B and P when followed by *end-t*, *den*, etc. As there is no danger of conflict with other combinations this tendency need not be resisted, and short *e* and *i* are omitted, giving us the following blends:



§ 52. Repeated Straight Strokes.—1. *Ded*, *det*, *did* and *ted* are expressed by a long up-stroke. *Pop* (and *prep* and *prop*, presented later) by long down-strokes:



2. In all other instances where a straight sign is followed by a like sign, insert the intervening vowel:



53. The combined signs are employed in forming many frequently used phrases, such as the following:

| | | | | | |
|--|--------------|--|---------------|--|------------|
| | do not | | it will be | | to make |
| | which do not | | it will have | | to me-my |
| | I do not | | it will save | | to meet |
| | you do not | | as it will | | too much |
| | it will | | as it will be | | as it were |






























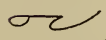














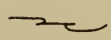


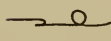















Word-Signs

| | | | | | |
|--|------------|--|------------|--|-----------|
| | attention | | durable | | not |
| | automobile | | employment | | time |
| | certain-ty | | entire | | to-morrow |
| | deal, dull | | gentlemen | | turn |
| | deliver-y | | hundred | | until |

Additional Exercise

| | | | | | |
|--|------------|--|------------|--|------------|
| | devotee | | negative | | figurative |
| | defy | | definition | | legendary |
| | defend | | sedative | | tangent |
| | diffident* | | impending | | pungent |
| | devise | | punitive | | diligent |

*See Section 15, page 12.

| | | | | | |
|--|-------------|---|-------------|---|----------|
|  | derive |  | into |  | hand |
|  | deride |  | litter |  | pester |
|  | daughters |  | indigo |  | giant |
|  | slaters |  | dilute |  | total |
|  | fetters |  | widely |  | dilatory |
|  | wetter |  | deadly |  | tendon |
|  | latter |  | rectory |  | smitten |
|  | bitter |  | direct |  | visitors |
|  | setter |  | tariff |  | sustain |
|  | indication |  | disaster |  | accent |
|  | vital |  | scuttle |  | tenants |
|  | fatal |  | settle |  | kitten |
|  | battle |  | abstain |  | readily |
|  | deter |  | delusion |  | stem |
|  | refund |  | advocacy |  | cocoon |
|  | victorious |  | steadfast |  | cocaine |
|  | deleterious |  | conceited |  | deduce |
|  | compend |  | rated |  | alighted |
|  | intending |  | invaded |  | tidy |
|  | destiny |  | detestation |  | berated |
|  | related |  | detour |  | dado |

Writing Exercise

1. The edifice that-was put-up by Walters is very imposing.
2. What-was-the motive of-the victorious division in cheer-the defeated men at Antietam? 3. They sent an entire division of-the enemy to-the bottom of-the sea. 4. We-will refund the total if you settle down to business and cease this strife.
5. Divide the basket of tomatoes and then come-back for-a pail of water for-the cattle. 6. We-will need an extension of-time in-which to-pay this bill if-we-do-not get more-cash very soon. 7. The disaster at-the rectory was fatal and-it-will deter the visitors coming to direct affairs in-the near future.
8. My attorney gave a negative decision. 9. It-may-be readily deduced that-the disaster was the effect of-the action of deadly gasses. 10. We-see no indication of derision and delusion. 11. We-do-not-think that-he-will capture the deluded waiter.










Reading Exercise

The edifice that was put up by Walters is very imposing.
 What was the motive of the victorious division in cheering the
 defeated men at Antietam? They sent an entire division of the
 enemy to the bottom of the sea. We will refund the total if you
 settle down to business and cease this strife. Divide the basket
 of tomatoes and then come back for a pail of water for the
 cattle. We will need an extension of time in which to pay this
 bill if we do not get more cash very soon. The disaster at the
 rectory was fatal and it will deter the visitors coming to
 direct affairs in the near future. My attorney gave a negative
 decision. It may be readily deduced that the disaster was the
 effect of the action of deadly gasses. We see no indication of
 derision and delusion. We do not think that he will capture
 the deluded waiter.










EIGHTH LESSON

MODES OF EXPRESSING R










§ 55. **The Reversed Circle.**—1. At the beginning and at the end of straight signs the circle is reversed to add *r*:

| | | |
|---|---|---|
|  ark |  harp |  harsh |
|  car |  par |  share |
|  gear |  cashier |  hard |

2. Between strokes *r* is implied by turning the circle with a movement the reverse of that which adds a vowel only, or by attaching a following character in any manner contrary to the way it should be joined when preceded by a vowel:









| | | |
|---|---|---|
|  shark |  shirker |  chart |
|  park |  barn |  carp |
|  bark |  Harberger |  tardy |

3. This principle is employed to express *ur* or *or*:













| | | |
|---|---|---|
|  liquor |  rigor |  curb |
|  burn |  curt |  burden |
|  bird |  vigor |  curtain |

Rem. It should be noted that the circle is reversed to add “*or*, *ur*” only when the sound of *o* or *u* approximates the short sound of *e*. Therefore the outlines for such words as “*bore*, *corridor*, *torrent*,” must show the *R*-stroke.










§ 56. Changing the reversed circles to loops adds *t* or *d*. A small hook adds *s*; a small circle adds final *y*:

| | | | |
|--|---|--|--|
|  geared |  gears |  tar |  parry |
|  guard |  bars |  barred |  cigars |
















§ 57. After a curve the *u*-sign expresses *er*, *or*, *ur*, and final *ure* is expressed by *u* after any sign:

| | | | |
|---|---|--|--|
|  furnish |  teacher |  figure |  mature-ity |
|  injury |  stretcher |  pure |  failure |
|  journey |  summer |  cure |  secure-ity |

§ 58. Left-hand S written in a variant direction expresses *skr*, and the terminals *scribe* and *script*. Right-hand S written in a variant direction expresses *sp* or *sup-p* and the terminal *spect*:

| | | |
|--|---|--|
|  scream |  spell |  respect |
|  scrip |  speck |  expectation |
|  inscribe |  screw |  inspection |

Word-Signs

| | | |
|--|---|---|
|  appear-ance |  determine-ation |  girl |
|  arbitrary |  difficult-y |  opportunity |
|  better |  during |  per cent. |
|  describe-ption |  establish-ment |  speak, speech |
|  descriptive |  experience |  work |










§ 59. R is omitted from the class of words in which persons careless in speech fail to articulate it:

| | | | | | |
|--|------------------|--|----------|--|------------|
| | anarchy | | guardian | | ordeal |
| | affirm | | infirm | | perversity |
| | birth | | immerge | | pharmacy |
| | conserve | | immerse | | reserve |
| | court [→ coat] | | merge | | surface |
| | confirm | | march | | third |
| | deserve | | merchant | | thirty |
| | dearth [→ death] | | mark | | worth |
| | dark | | marker | | warnish |
| | energy | | margin | | word |
| | firm | | ornate | | warm |
| | farther | | origin | | warn |
| | furnace | | ordain | | worn |







§ 60. The vowel, as well as R, is omitted from—

| | | | | | |
|--|---------|--|---------------|--|----------|
| | afford | | cover | | mercy |
| | sort | | courage | | surprise |
| | assort | | learn | | worse |
| | further | | surplus | | storm |
| | north | | forth, fourth | | resort |









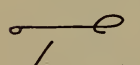













Word-Signs

| | | | | | |
|---|-------------------------|---|--------------|---|-------------|
|  | almighty |  | judge |  | recognition |
|  | destroy, destruction |  | mutual-ly |  | season |
|  | guarantee |  | occupy-ation |  | thousand |


























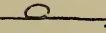




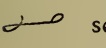
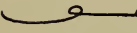

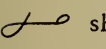

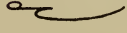
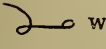


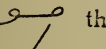

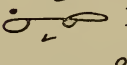
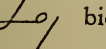


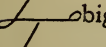
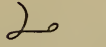

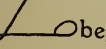


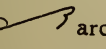
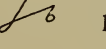
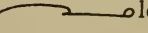
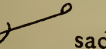
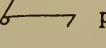

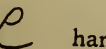
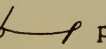

§ 61. *Of the* is implied by closeness of outlines:
















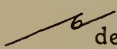

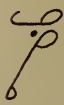
| | | | |
|---|---------------------|---|-----------------------------|
|  | day of the week |  | some of the best |
|  | time of the day |  | condition of the market |
|  | voice of the people |  | your letter of the 3d inst. |

§ 62. Phrases frequently used in correspondence:

| | | | |
|---|-----------------------|---|-----------------------------|
|  | Dear Sirs: |  | F. O. B. |
|  | Dear Madam: |  | in answer (to) |
|  | Dear Mr. |  | in reply to your favor |
|  | Answering your letter |  | O. K. |
|  | with kind regards |  | past favors |
|  | bill of lading |  | upon receipt of your letter |
|  | C. O. D. |  | your recent letter |
|  | duly received |  | I have your letter |
|  | very satisfactory |  | your esteemed favor |
|  | up to date |  | has been received |
|  | Yours sincerely |  | Sincerely yours |

Additional Exercise

| | | | | | |
|--|---------|---|-------------|---|----------|
|  | heard |  | tarry |  | permeate |
|  | dear |  | star |  | timber |
|  | dare |  | starry |  | ampere |
|  | hardy |  | barter |  | amber |
|  | herb |  | charter |  | dasher |
|  | arbor |  | picker |  | fisher |
|  | eager |  | packer |  | archaic |
|  | acre |  | parish |  | aspect |
|  | nature |  | cargo |  | ascribe |
|  | hark |  | hearty |  | director |
|  | seeker |  | meagre |  | elector |
|  | shaker |  | editor |  | irksome |
|  | weaker |  | bidder |  | embargo |
|  | thicker |  | singer |  | Haggerty |
|  | bicker |  | stoker |  | reader |
|  | bigger |  | striker |  | watcher |
|  | beggar |  | electioneer |  | scrap |
|  | arduous |  | petitioner |  | logger |
|  | sadder |  | purgation |  | smoker |
|  | harpoon |  | permission |  | spear |

| | | | | | |
|---|----------|---|--------------|---|---------|
|  | apparent |  | inscription |  | speeder |
|  | exert |  | conscription |  | dodger |
|  | exertion |  | spread |  | wisp |
|  | concert |  | spark |  | hasp |
|  | insert |  | scribe |  | scare |
|  | desert |  | screech |  | harbor |

Writing Exercise

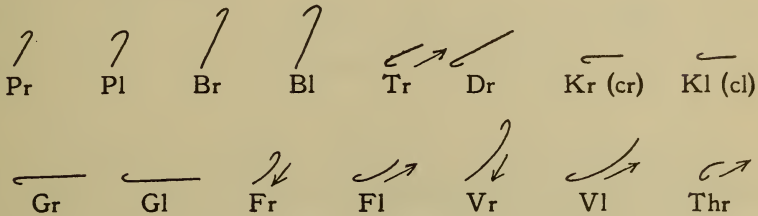
1. The striker is eager to-bicker and barter with-the harbor director. 2. The embargo makes it harder to charter a barge for the cargo. 3. There are thirty ampere wires in-the park and-only a third that-much at-the car barns. 4. They confirm the appointment of-the petitioner as pharmacist at-the Fog-gerty Pharmacy. 5. If you-have an-opportunity it-would-be better to appear at-the establishment and-get a-description of-the furnace they-wish us to furnish this summer. 6. The editor in-the smoker is-the debtor-of-the-singer in-the parish.

Reading Exercise

NINTH LESSON

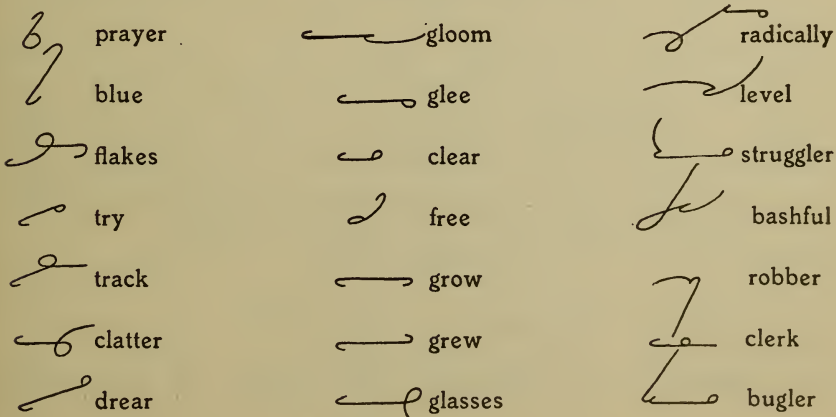
COMPOUNDS

§ 64. **Hook Signs.**—The following series of signs, each of which BEGINS with a hook, are known as the *R*- and *L*-compounds:





















Rem. Note that *Fl* and *Vl* are written UPWARD, and that *Fr* and *Vr* are written DOWNWARD. The signs for *Bl* and *Pl* have large hooks; all the others have small hooks.








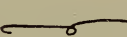




§ 65. 1. A hook sign is used when no vowel, or when an obscure vowel precedes the *L* or *R*:















NOTE—The compounds *Tr* and *Dr* are never employed when any vowel follows *t* or *d*. See § 49, Rule 2, page 37.

| | | |
|--|---|---|
|  glides |  clad |  crude |
|  gloss |  flood |  dread |
|  flame |  fresh |  crash |
|  brooms |  declare |  draw |
|  bridle |  treat |  brisk |
|  blear |  clique |  presses |

2. Since *Vr* and *Vl*, never occur without an intervening vowel, they may be used with greater liberty, and *Kl*, *Kr* and *Gr* may be used with much freedom as regards the quality of the intervening vowel:




| | | |
|---|---|---|
|  collision |  current |  cornice |
|  collide |  collate |  cornet |
|  collapse |  gorilla |  valid |
|  version |  valor |  valentine |

§ 66. **Tr Implied.**—There are a few combinations in which it is not easy to write the *Tr*-compound. In such instances omit it and write the following portion of the outline under the preceding portion:














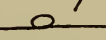

| | | | |
|---|---|--|--|
|  extradition |  nitrate |  detract |  retract |
|  exterior |  mistrusts |  distract |  extremes |
|  instruct |  metric |  district |  distribute |

NOTE—*Dis* is sometimes shortened to *Di*, as in *distract*.



















§ 67. No distinction need be made in the size of circle vowels when written in a hook:

| | | | | | |
|--|------|---|---------|---|---------|
|  | evil |  | liable |  | gable |
| | able | | dabbler | | crackle |

§ 68. Final *l* in *ble-y*, *ful*, *cal*, *cle*, *pal* and *ple* is omitted when it is inconvenient to form the hook:




























| | | | | | |
|--|----------|---|-------------|---|----------|
|  | double |  | trouble |  | fiscal |
|  | unable |  | troublesome |  | humble |
|  | cheerful |  | careful |  | noble |
|  | rumble |  | crumble |  | simple-y |
|  | scruple |  | gargle |  | notable |

§ 69. Drop *m* from *impl* and *embl*, and *r* from *abbr*, *acr*, *aggr*, *appr*, *egr*. Express *impr*, together with any following vowel by the small circle, detached:































| | | | | | |
|--|--------------|---|-------------|---|-------------|
|  | implant |  | across |  | implication |
|  | apprehension |  | acreage |  | egress |
|  | abridge |  | aggressive* |  | impression |
|  | impress |  | imprecation |  | approach |
|  | extreme |  | intricacy |  | petrify |
|  | restrict |  | patron |  | putrefy |
































































* Final syllable *sive* is expressed by Si.

Word-Signs

| | | | | | |
|---|------------------|---|------------|---|---------------|
|  | agriculture-al |  | claim |  | glory |
|  | again |  | collect |  | great |
|  | apply, appliance |  | correct |  | guilt |
|  | appropriate-ion |  | draft |  | principle-pal |
|  | belong |  | equal-ly |  | proper-ly |
|  | bring, brief |  | equality |  | prudence-t |
|  | brought, brother |  | from |  | through |
|  | build-ing |  | fill, full |  | truth |
|  | calculate-ion |  | glad |  | value |

Additional Exercise

| | | | | | |
|---|---------|---|-----------|---|---------|
|  | clay |  | crackers |  | scuffle |
|  | glare |  | frightful |  | gleam |
|  | glove |  | muffle |  | glean |
|  | classes |  | toggle |  | glow |
|  | closes |  | driver |  | glue |
|  | claw |  | gorgeous |  | trigger |
|  | globe |  | curtain |  | travel |
|  | rebel |  | envelope |  | bride |
|  | grease |  | treadle |  | crisis |
|  | train |  | accuracy |  | frugal |

| | | | | | |
|--|------------|---|---------------|---|-------------|
|  | trick |  | glitter |  | flag |
|  | clod |  | cradle |  | imprint |
|  | drab |  | croquet |  | emblem |
|  | dredge |  | clumsy |  | impractical |
|  | dray |  | drags |  | implore |
|  | drop |  | practical |  | apprentice |
|  | dross |  | drunkard |  | approve |
|  | flower |  | duration |  | imprudent |
|  | shoveled |  | retrogression |  | aggress |
|  | crucial |  | restraint |  | aggression |
|  | flown |  | interior |  | imprison |
|  | flew |  | distress |  | extraction |
|  | bluff |  | clangor |  | nitric |
|  | plunge |  | claret |  | nitrogen |
|  | trash |  | triple |  | restriction |
|  | trophy |  | clergy |  | extract |
|  | tribe |  | club |  | distrusts |
|  | blush |  | drama |  | introduce |
|  | creep |  | fleet |  | patriot |
|  | tremble |  | abler |  | extraneous |
|  | flee, flea |  | frolic |  | retrieve |

Writing Exercise

1. We are unable to determine the cause-of-the-trouble. 2. A careful driver had a frightful experience when-he took the load of clay to-the-train. 3. You-may distribute the papers in-your district. 4. Your claim may-be correct but it-has-not-been made out properly. 5. An appropriation should-be made for improving-the main tracks. 6. We-shall-be glad to-fill in the draft. 7. The prudent patriot saluted the flag. 8. A brother-of-the-principal preacher will travel from Greely to Clifton in a double-seated trap. 9. I-declare that my apprehension may impress Frederick. 10. We implore you to-be more practical and avoid bringing in extraneous details. Green grass grows.

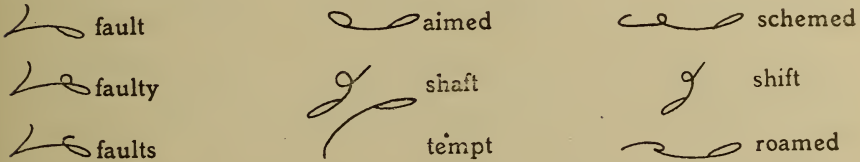
Reading Exercise

1. We are unable to determine the cause-of-the-trouble. 2. A careful driver had a frightful experience when-he took the load of clay to-the-train. 3. You-may distribute the papers in-your district. 4. Your claim may-be correct but it-has-not-been made out properly. 5. An appropriation should-be made for improving-the main tracks. 6. We-shall-be glad to-fill in the draft. 7. The prudent patriot saluted the flag. 8. A brother-of-the-principal preacher will travel from Greely to Clifton in a double-seated trap. 9. I-declare that my apprehension may impress Frederick. 10. We implore you to-be more practical and avoid bringing in extraneous details. Green grass grows.

TENTH LESSON

MODES OF EXPRESSING D AND T

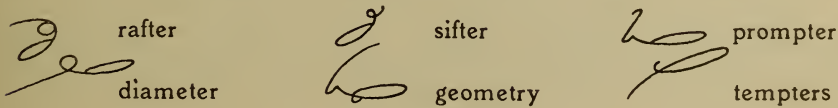
§ 71. **The Loop.**—1. A small final loop made on the inside of curves and on straight strokes with the forward movement adds *d* or *t*. A small hook adds *s* and a small circle adds final *y*:



Rem. 1. This loop should be about one-third the length of the stroke upon which it is formed.

Rem. 2. When T or D is preceded by an *articulated* vowel the alphabetic sign is written.

2. The loop is lengthened to add *r*, and *ameter*, *imeter*, *ometer* are expressed by a large loop on M:

































3. A large loop on *Nt-d* adds L:



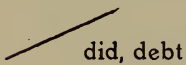


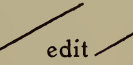
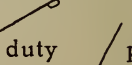
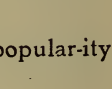
Rem. A loop can not be made on a tick or on a vowel.

THE LOOP IN PHRASING













72. A loop at the beginning of a stroke expresses *to*. A reversed loop expresses *to the*. The small final loop adds *it* or *the*; the long loop adds *their* or *there*:

| | | | | | |
|---|----------------|---|-------------------|---|-------------|
|  | to which |  | to the party |  | may there |
|  | to have |  | to the best |  | have their |
|  | to hope |  | to the good |  | not their |
|  | to go |  | to the kind |  | to the |
|  | to do |  | in it, in the |  | in its |
|  | to begin |  | to the different |  | to their |
|  | to advantage |  | do it, do the |  | for it is |
|  | to be |  | for it, for the |  | which it is |
|  | on which it is |  | have it, have the |  | do its |
|  | to turn |  | on it, on the |  | have its |

Carefully note the distinctions in the following outlines:

 did, debt  doubt  date  edit  duty  popular-ity









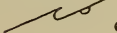
Word-Signs

| | | | | | |
|---|--------------|---|-------------|---|----------|
|  | accept-ance |  | gave |  | society |
|  | attendance |  | identify |  | sometime |
|  | electric-ity |  | occur-rence |  | told |
|  | endorse-ment |  | remit-tance |  | toward |






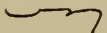



OMISSION OF T

§ 73. There are many instances where a final *t* may be dropped, but the student must restrict the use of the principle to words of THREE OR MORE syllables and to the shorter words here presented.

§ 74. Drop *ate* from the endings *brate*, *berate*, *crate*, *cate*, *gate*, *late*, *mate*, *pate*, *vate*, and *ute* from *cute*, *tute*:

| | | | | | |
|---|-----------|---|-----------|---|-----------|
|  | celebrate |  | segregate |  | elevate |
|  | syndicate |  | elaborate |  | execute |
|  | intimate |  | percolate |  | destitute |










§ 75. Drop *t* from *rate*, *sate*, *tate*, *trate*, *bute*, *inct*, *ept*, *upt*:

| | | | | | |
|--|------------|---|-------------|---|-----------|
|  | irritate |  | attribute |  | intercept |
|  | adulterate |  | retribution |  | incorrupt |
|  | desecrate |  | extinct |  | disrepute |



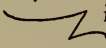






NOTE—T is retained when preceded by two vowels:

 expiate  affiliate  conciliate  emaciate

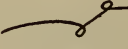
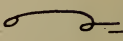


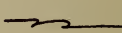












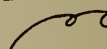












§ 76. T is usually dropped in final *dent* and *tent*:

| | | | | | |
|--|----------|---|------------|---|----------|
|  | extend-t |  | accident |  | impudent |
|  | patent |  | occidental |  | resident |
|  | distant |  | incident |  | decedent |

§ 77. Drop T from the following short words:







| | | | | | | | |
|---|----------|---|---------|---|----------|---|---------|
| <i>i</i> | compete |  | limit | <i>9</i> | habit | <i>2</i> | export |
| <i>i</i> | complete |  | deputy |  | import | <i>2</i> | report |
|  | corrupt |  | defunct |  | locate |  | narrate |
| <i>i</i> | compute | <i>20</i> | estate |  | migrate. |  | regret |

Additional Exercise

| | | | | | |
|---|-------------|---|-------------|---|-------------|
| <i>2</i> | indicate |  | litigate |  | electrocute |
| <i>2</i> | suffocate |  | instigate |  | delicate |
| <i>20</i> | hesitate | <i>5</i> | institution |  | corrugate |
|  | liberate |  | advocacy | <i>20</i> | amputate |
|  | intestate |  | constitute |  | legitimate |
| <i>2</i> | irrigate |  | illiterate |  | temperate |
|  | propagate |  | defalcate |  | adequate |
|  | vindicate |  | eradicate |  | tolerate |
|  | desperate | <i>2</i> | fumigate | <i>6</i> | persecute |
|  | obligate |  | dedicate | <i>2</i> | prosecute |
| <i>49</i> | participate |  | medicate | <i>2</i> | succinct |
|  | abrogate |  | surrogate | <i>7</i> | interrupt |
| <i>2</i> | confiscate | <i>62</i> | compensate |  | dividend |
|  | excavate |  | obliterate | <i>2</i> | arrogate |
|  | deliberate |  | aggregate |  | deprecate |













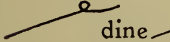


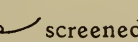
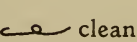

DERIVATIVE OUTLINES

§ 78. **Word-Signs.**—In forming derivative outlines of word-signs if the original outline does NOT contain the LAST CONSONANT in the word it is sometimes advisable to detach the added syllable in order to secure a distinctive outline:

| | | | | | |
|---|----------|---|----------|---|------------|
|  | former |  | governor |  | favoritism |
|  | favorite |  | receiver |  | believers |






§ 79. 1. **The Past Tense** form of regular-verb word-signs is denoted by a dot placed at the end of the outline. Compare *ed* and *ing*:

2. The dot is used for *ed* when for any reason *ed* can not be otherwise conveniently expressed. Changing N to blended *nt* forms a past-tense outline.

| | | | | | | | | | | | |
|---|-----------|---|--------------|---|-----------|---|----------|---|-------|---|---------|
|  | differed |  | participated |  | satisfied | | | | | | |
|  | differing |  | judged |  | changed | | | | | | |
|  | voted |  | mended |  | lived | | | | | | |
|  | lashed |  | chained |  | gummed | | | | | | |
|  | dine |  | dined |  | screen |  | screened |  | clean |  | cleaned |

Rem. Experienced writers often omit the past-tense dot.

§ 80. **Colloquialisms** are identified in shorthand as is done in print—by using the apostrophe:

| | | | | | | | | | |
|---|-------|---|---------|---|--------|---|-------|---|-------|
|  | don't |  | haven't |  | wasn't |  | isn't |  | she's |
|---|-------|---|---------|---|--------|---|-------|---|-------|

Writing Exercise

1. An adequate dividend will-be declared in June. 2. Do not interrupt the prosecutor for he may institute an action at law. 3. The effort being made to vindicate the illiterate surrogate is deliberate and indicates that they-do-not deprecate the taking-of-the-estate. 4. Guilt-of-the corrupt deputy is established. 5. Litigation will not be tolerated by the Federal Institution. 6. We accept the security and hope to-deliver the deed soon. 7. We-hope to-serve you to-advantage. 8. After the note was endorsed he-came to-get-me to-identify him so that he-could secure the remittance. 9. The former receiver influenced the judge when-he dined with him. 10. Do-not persecute when-you prosecute. 12. Several-of-the-men voted and they differed as-to-the way they should-mark the ballots. 13. Don't say that they haven't enough men to-go in-the-contest. 14. We-regret that we-are unable to-compute the aggregate sum needed.

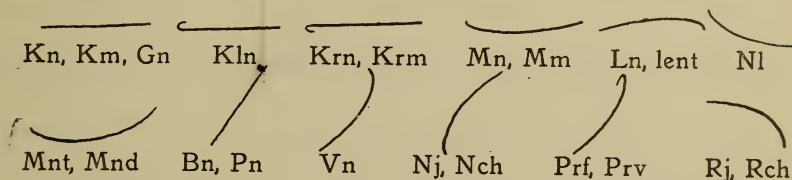
Reading Exercise

1. An adequate dividend will be declared in June. 2. Do not
 interrupt the prosecutor for he may institute an action at law.
 3. The effort being made to vindicate the illiterate surrogate
 is deliberate and indicates that they do not deprecate the
 taking of the estate. 4. Guilt of the corrupt deputy is
 established. 5. Litigation will not be tolerated by the
 Federal Institution. 6. We accept the security and hope to
 deliver the deed soon. 7. We hope to serve you to
 advantage. 8. After the note was endorsed he came to
 get me to identify him so that he could secure the
 remittance. 9. The former receiver influenced the judge
 when he dined with him. 10. Do not persecute when
 you prosecute. 12. Several of the men voted and they
 differed as to the way they should mark the ballots.
 13. Don't say that they haven't enough men to go in
 the contest. 14. We regret that we are unable to
 compute the aggregate sum needed.

ELEVENTH LESSON

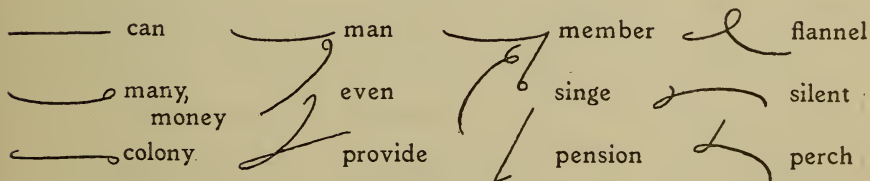
LENGTHENED SIGNS

§ 82. The following signs are super-lengths:

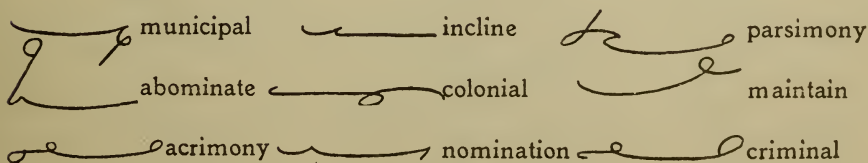


Rem. The *nj*-sign is used when no vowel intervenes. The others embrace a short vowel.


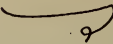
















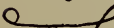

































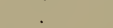


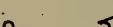




Examples



§ 83. In writing words of two or more syllables the super-lengths are used freely and little regard need be paid to the nature of the intervening vowel. Super-length M expresses *-minate*:









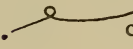

















Additional Exercise










| | | | | | |
|---|----------|---|--------------|---|--------------|
|  | mention |  | manifest |  | culmination |
|  | meant |  | mountain |  | denominate |
|  | menace |  | mandate |  | discriminate |
|  | month |  | acumen |  | eliminate |
|  | summons |  | acrimonious |  | effeminate |
|  | manager |  | emanation |  | disseminate |
|  | amenable |  | brilliance-t |  | terminate |
|  | beckon |  | proof, prove |  | terminal |
|  | reckon |  | provision |  | decline |
|  | token |  | professes |  | declination |
|  | begun |  | prevail |  | declension |
|  | bargain |  | prevalent |  | weaken |
|  | paragon |  | ventilate |  | woman |
|  | shaken |  | vendors |  | women |
|  | thicken |  | venomous |  | monotony |
|  | silence |  | beneath |  | Canada |
|  | violent |  | gallon |  | slogan |
|  | cringe |  | lexicon |  | colonnade |
|  | danger |  | immensity |  | workman |
|  | penal |  | illumination |  | colonize |

COM, CON
















Exercise on the use of the dot:

| | | | | | |
|--|--------------|---|--------------|---|-------------|
|  | conservation |  | content |  | constancy |
|  | contortion |  | conjugal |  | condemn |
|  | consents |  | compendium |  | contemn |
|  | consensus |  | compensation |  | concur |
|  | conforms |  | confesses |  | conqueror |
|  | contagious |  | confuses |  | conceals |
|  | converse |  | contumacious |  | continent |
|  | cumbersome |  | congest |  | continental |



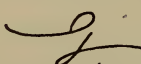




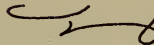
§ 84. When *com* or *con* is followed by a vowel, as in *comedy*, *connive*, the vowel MUST be written:

| | | | | | |
|--|--------------|---|------------|---|------------|
|  | commit |  | commission |  | commissary |
|  | comment |  | commodious |  | connive |
|  | commendation |  | commotion |  | commute |












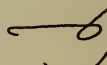



Word-Signs

| | | | | | |
|--|------------------|---|---------------|---|----------------|
|  | accommodate-ion |  | commercial |  | enlarge-ment |
|  | acknowledge-ment |  | commerce |  | enlighten-ment |
|  | alone |  | communicate |  | human-ity |
|  | amount |  | consequence-t |  | knowledge |
|  | commence-ment |  | convenience-t |  | someone |








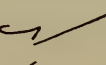





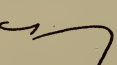




§ 85. As stated in § 33, Rule 3, *com-n* is often implied by nearness to the previous outline:

| | | | |
|---|----------------|---|------------------|
|  | will consider |  | will conform |
|  | may compel |  | his consent |
|  | the confession |  | the consignee |
|  | will contain |  | some consolation |

§ 86. Experienced writers omit the dot from a few outlines of frequent occurrence:




| | | | | | |
|---|-------------|---|--------------|---|---------------|
|  | confide-nce |  | connect |  | consideration |
|  | convention |  | condition-al |  | convey |
|  | company |  | combine |  | conspicuous |
|  | companion |  | continue |  | congratulate |
|  | concern |  | consider-ate |  | confidential |

§ 87. *Contr-* and *counter* are expressed by an inclined tick in place of the dot:

| | | | | | |
|---|---------------|---|----------------|---|-------------|
|  | controls |  | counteract |  | contrite |
|  | contrary |  | contributory |  | contrive |
|  | countercharge |  | uncontradicted |  | controller |
|  | counterpart |  | counterpane |  | contract |
|  | contrition |  | uncontrollable |  | contractor |
|  | contradict |  | contrast |  | contraction |

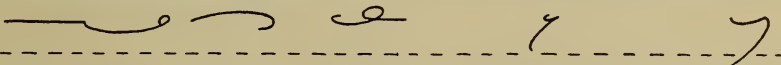
ELEVATED WORD-SIGNS

§ 88. For greater facility or brevity, a few words are placed higher than the rest of the writing:


 alter enter entertain-ment explain, explanation extra give-n her

 high, eye length-en let, little market moral-ity never one, won or

 over post quote-ation real science short under wonderful world


Rem. The dotted line represents the writing line. When practicing, no line need appear; simply elevate the sign to about the height of the *Ch* stroke.

§ 89. **Phrasing.**—1. If the first word of a phrase is one indicated by an elevated sign, place it at its usual elevation and join the others regardless of elevation:


 give me let us one act under which never have

Rem. When *never* is phrased the vowel may be omitted.

2. When the elevated sign is not the first part of a phrase no effort is made to elevate it:


 I never said may give it was given

Rem. 1. The sign for *or*, being a dot, can not be phrased.

Rem. 2. The words expressed by elevated signs are such as usually begin phrases; they seldom follow in a phrase.

§ 90. In forming a derivative elevated outline the root outline should retain its usual elevation:

| | | | | |
|-----------|---------|-----------|-----------|------------------|
| | | | | |
| forgive-n | herself | reentered | unaltered | unentertainingly |

Writing Exercise

1. Please convey my congratulations to-the commissary.
 2. The contractor who has the contract may contrive to control my contribution. 3. I-have great confidence in-the company and shall continue to work for-the concern. 4. We believe in-the conservation of energy. 5. You-must-have sufficient proof in-order to summons the dangerous criminal. 6. Conrad Sullivan came from Canada to-act as Manager for-the Lansing Terminal. 7. Our government will pension the wounded men.

Reading Exercise

TWELFTH LESSON

NATURAL ABBREVIATIONS

§ 92. Under this head belongs that class of words a longhand writer would naturally abbreviate if he were crowded beyond his ability to write the matter in full, such as *pam* for *pamphlet*; *ans* for *answer*; *dilap* for *dilapidate*; *negent* for *negligent*; *gention* for *generation*. Outside of a few frequently used words this method of abbreviation should not be applied to words of LESS than THREE syllables, nor in any event where the resultant outline would not contain at least two consonant SIGNS:

This phase of abbreviation is covered more specifically by the following rules for

Contracting Outlines by Apocopation and Syncopation







1. Omit *ence* from **ference**; *ence* and *ent* from **ndence-ndent**; *n* from **nent, cient, tient**:

| | | | | | |
|--|------------|--|-----------|--|----------|
| | ference | | dependent | | deponent |
| | conference | | component | | ancient |

2. Final *s* and *cy*, following N, are frequently omitted. This omission is not made when writing the plural forms:










| | | | | | | | |
|--|----------|--|----------|--|----------|--|-----------|
| | evidence | | finance | | defense | | emergency |
| | absence | | radiancy | | defenses | | exigency |
| | sentence | | audience | | finances | | aberrancy |

3. *Ive* is often shortened to *i* when preceded by *s* or *ct*:









| | | |
|---|---|---|
|  conducive |  instructive |  excessive |
|  intensive |  abusive |  adhesive |

Rem. *Ivs* added to a word-sign, as *collective*, *objective*, should be expressed by a detached *V*. See § 78.



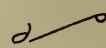






4. Omit *d* from *adj*, *gade*, *grade*, *cede*, and *clude*:

| | | |
|--|---|---|
|  adjacent |  adjourn |  renegade |
|  exclude |  include |  concede |
|  degrade |  degradation |  inclusive |







5. Omit *k* from *factor*, *faction*, *fic*, *diction*, *duction*, and *p* from *scape* and *scope*:

| | | | |
|--|---|---|--|
|  benefactor |  terrific |  dictionary |  microscope |
|  stupefaction |  morbific |  benediction |  landscape |

6. *Tect*, *sect*, and *duct*; expressed by detaching *T*, *S*, or *D*:

















| | | |
|---|--|---|
|  detect |  detector |  seductive |
|  detective |  detectible |  deduct |
|  detects |  detection |  dissect |

7. *Ect* is omitted in the ending *ject*:





































| | | |
|---|--|---|
|  inject |  project |  object |
|  subject |  dejectedly |  objection |















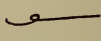


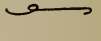






















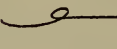


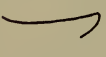



















NOTE—The outline for *object* is varied to avoid a possible conflict with *subject*.





































8. Omit *m* from **cism**; *lt* from **sult**; T is dropped from **idity**: Omit *w* from **quest, quire, quence-quent, and quisite**:

| | | | | | | | |
|--|------------|---|----------|---|---------|---|-------------|
|  | cynicism |  | result |  | inquest |  | inquisitive |
|  | witticism |  | consult |  | request |  | inquire-y |
|  | stupidity |  | validity |  | acquire |  | esquire |
|  | frequenc-t |  | timidity |  | exult |  | requisite |








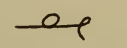


9. The following outlines are shortened in accordance with the Natural Principle of Abbreviation explained in § 92.

| | | | | | |
|--|---------------|---|--------------|---|---------------|
|  | abandon |  | catholic |  | discrepancy |
|  | abundance-t |  | celebrity |  | economical |
|  | alacrity |  | character |  | enormous |
|  | ambiguous |  | chemical |  | enumerate |
|  | amiable |  | christian |  | enthusiasm |
|  | ancestor |  | collateral |  | equivalent |
|  | animal |  | cosmopolitan |  | evaporate |
|  | answer |  | covenant |  | exaggerate |
|  | benevolence-t |  | delinquent |  | exasperate |
|  | benignance-t |  | democrat |  | exonerate |
|  | cabinet |  | dictate |  | exorbitance-t |
|  | cancel |  | dilapidated |  | extemporary |

| | | | | | |
|---|-------------------------|---|---------------|---|---------------|
|  | extravagance-t |  | inefficient |  | misdemeanor |
|  | facilitate, facility |  | inevitable |  | miserable |
|  | fac simile |  | inhabit-ant |  | monopoly |
|  | familiar |  | innumerable |  | native |
|  | family |  | instantaneous |  | neglect |
|  | financial |  | investigate |  | negotiate |
|  | fluctuate |  | invigorate |  | newspaper |
|  | generation |  | jubilee |  | observe-ation |
|  | identical |  | juvenile |  | obstacle |
|  | illustrate |  | legislate |  | ordinary |
|  | imagination |  | liberty |  | particular |
|  | impenetrable |  | locomotive |  | perforate |
|  | impersonate |  | lumber |  | permanence-t |
|  | impertinence-t |  | magazine |  | perpendicular |
|  | impregnable |  | manufacture |  | perpetual |
|  | improbable |  | matter |  | phenomenal |
|  | inaccurate |  | meditate |  | philanthropy |
|  | inadequate |  | memoranda |  | plaintiff |
|  | indefatigable |  | memory |  | political |
|  | indignant |  | method-ical |  | poverty |
|  | indispensable |  | metropolitan |  | practice |

| | | | | | |
|--|---------------------------|---|---------------|---|----------------|
|  | prejudice |  | resemble-ance |  | temporary |
|  | prepare-ation |  | resignation |  | tendency |
|  | prerogative |  | reverend |  | tranquil-lity |
|  | privilege |  | ridiculous |  | tuberculosis |
|  | probable-ility |  | sanguine |  | ultimate |
|  | prominence-t |  | sincere-ity |  | unanimous |
|  | providential |  | spontaneous |  | universe-al |
|  | public, publish |  | statistics |  | vanquish |
|  | railroad |  | synonymous |  | vice-president |
|  | railway |  | synopsis |  | victim |
|  | reciprocate, reception |  | subordinate |  | visible |
|  | reluctant |  | telephone |  | vocabulary |

Rem. The general rule is to apply this method of abbreviating outlines to words whose PRIMITIVE form contains three or more syllables. Then in writing a derivative form add to the primitive outline such sign or signs as will express whatever was added to form the derivative word, as—

| | | | |
|--|--------------|---|---------------|
|  | manufacturer |  | material |
|  | manufactory |  | democracy |
|  | memorandum |  | abandonment |
|  | indignation |  | characterizes |
|  | methodism |  | answerable |

§ 93. W is dropped from the following outlines:

squander quick square between anguish
 liquidate extinguish question bequeath qualify

Writing Exercise


1. In-the absence of evidence the defense will-have to concede the request. 2. My-object is to try to detect if-there is any validity in the claim. 3. At your request we-will acquire the requisite financial aid, sufficient to-meet any emergency. 4. He frequently appeared in-the audience as an advocate of-the jubilee celebration. 5. My observation lead me to think that-the manufacturer has-the privilege to-negotiate for-a metropolitan newspaper. 6. We-are making preparation for universal military training. 7. The victim was very reluctant to accuse the vice-president of gross negligence in-the manufactory.


Reading Exercise

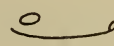
THIRTEENTH LESSON


PREFIX SYLLABLES


§ 95. **Anta-e-i;** expressed by the large circle:


 antagonize

 anticipate


 antimony


 antagonist

 antedate

 antecede

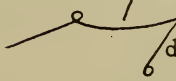
§ 96. **Dis** and **mis.**—1. S is omitted whenever the resultant outline is one that can not be read for any conflicting word. When *s* is omitted the vowel is usually retained:


 discharge

 disturb-ance


 mismanage


 disband

 dismember


 misnamed

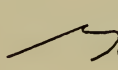
NOTE—In the following, D expresses *dis*:

 disappointment

 disclose


 disagree


 dispatch

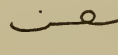
 disqualify


 disable

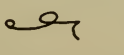
§ 97. **Em** and **im;** omit the vowel unless followed by a vowel or a second *m*. **En** and **in;** omit the vowel unless followed by a vowel or a second *n*:


 image


 immense

 incarnate


 imagine

 inaccessible




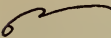


 inborn

 imitate

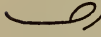


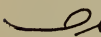


 immodest

 emit

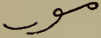

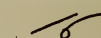






§ 98. Omit *h* from **hyper**, **hiber**, and **hydro**:

| | | |
|--|--|---|
|  hydrometer |  hypermeter |  hyperbole |
|  hydraulic |  hibernacle |  hibernate |













§ 99. **Magna-e-i**; expressed by **Ma**; **Mc**, by **M**; **multi**, by **M**, detached:

| | | |
|---|--|--|
|  magnify |  multiple |  McKinzie |
|  magnetize |  magnate |  McBride |

§ 100. Detach **N** for **non**; **T** for **trans**:










| | | |
|---|--|---|
|  nonentity |  transmission |  transitory |
|  nondescript |  transact |  translators |
|  nonresident |  transpose |  translates |

§ 101. Indicate **sub** by **S**, detached when followed by a vowel; **suppl**, **super** and **supre** by *sp*, detached; **expl**, **exper** and **expre** by *esp*:
















| | | |
|---|---|--|
|  subdue |  subagent |  supplication |
|  substantial |  suburb |  superficial |
|  sublet |  supreme |  supplant |
|  expression |  expurgate |  explode |

§ 102. The word-signs for *alter*, *enter* (*intro*, *inter*), *extra* (*exter*) *over*, *post*, *short*, and *under* are em-




























played as prefix signs. *Ent* expresses **intel**:

| | | |
|---|--|--|
|  alteration |  intermission |  enterprise |
|  postal |  intercede |  intellect |
|  postage |  exterminate |  overvalue |


















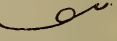






















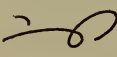



















NOTE—In many outlines these prefix signs are joined:

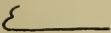









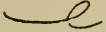













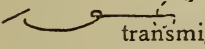
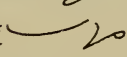


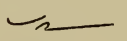














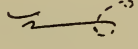




| | | |
|--|--|--|
|  understand |  nevertheless |  underneath |
|  understood |  undertook |  overdone |
|  misunderstand |  undertake-n |  overhead |
|  overtook |  overtake-n |  overcome |
|  overdue |  oversee |  overload |

Word-Signs

| | | |
|---|--|--|
|  absolute |  efficient-ly efficiency |  significance-t signify |
|  advertise-ment |  follow-ing |  signature |
|  among |  ignorance-t |  similar-ity |
|  appreciate-ion |  indifference-t |  standard |
|  arrange-ment |  like-ly |  strength-en |
|  arrive-al |  might |  suggest-ion |
|  attentive |  night |  support |
|  attract-ion |  quality |  territory |
|  authority |  record |  tonight |

Additional Exercise

| | | | | | |
|---|----------------|---|-----------------|---|------------|
|  | antipathy |  | miscount |  | envy |
|  | antithesis |  | mystical |  | innocent |
|  | antecedent |  | mystery |  | ensign |
|  | anteroom |  | mastery |  | innate |
|  | antiquate |  | mishap |  | enroll |
|  | antiquity |  | mistake-n |  | mature |
|  | antipodal |  | mischief |  | immature |
|  | antidote |  | miscreant |  | immobile |
|  | disappear-ance |  | subway |  | emissary |
|  | discuss |  | suburban |  | emission |
|  | discourse |  | substitute |  | invasion |
|  | disgust |  | subsist |  | innovation |
|  | dissipate |  | superintend-ent |  | immigrate |
|  | disposition |  | superlative |  | emigrate |
|  | distaste |  | supersede |  | enrich |
|  | disprove |  | superior |  | immune |
|  | disabuse |  | supervise |  | alterable |
|  | discourage |  | superabundance |  | shorter |
|  | disclosure |  | superhuman |  | shorten |
|  | discretion |  | superscription |  | shortness |

| | | | | | |
|--|-----------------|---|-----------------|---|--------------|
|  | subsequent |  | magnolia |  | intrusion |
|  | subscription |  | magniloquence-t |  | interior |
|  | submissive |  | magnesia |  | interloper |
|  | supplicate |  | magnanimous |  | interval |
|  | transcribe |  | magnanimity |  | intrepidity |
|  | transcend |  | magnificence-t |  | interruption |
|  | transform |  | magnetic |  | interpret |
|  | transplant |  | multifarious |  | interest |
|  | transmigratory* |  | multiformity |  | interpose |
|  | posthaste |  | interrogate |  | interchange |
|  | postmark |  | intercession |  | intrigue |
|  | postpaid |  | intermediate |  | intrude |
|  | postmaster |  | international |  | intrusive |
|  | postpone |  | intricacy |  | intrinsic |
|  | post card |  | interrogatory* |  | internal |
|  | entrain |  | interpolate |  | intelligent |

*Advanced writers omit the hyphenated part of the outline.

Writing Exercise

1. We-do-not anticipate any antagonism on-the part-of-the-discharged subagent. 2. We-have sublet the home-of-the-magnate at a substantial advance to a nonresident who has-made money from-the manufacture of-a greatly improved magnet.

3. Our architect will make an arrangement to transact the business and undertake to induce the men to work overtime.

4. During intermission you should ask for an interview and intercede for the postal employee whose worth is underrated and whose acts are not understood.

5. He is an expert in the transmission of electrical energy to the suburbs.

6. The overseer's altercation with the supervising architect made an alteration necessary.

7. McClosky shall supplant McPherson who is now supreme in command of the intrepid and intractable intruders.

8. I will hand my subscription to the dissipating postmaster.


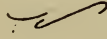






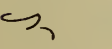
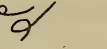
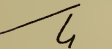



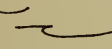
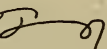
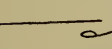


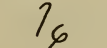
Reading Exercise

1. P - o - u - n - d
 e - o - i - s - u - e - s - h - u - g
 o - v - e - r - n - o - o - t - v - a - s - i
 g - n - e - d - u - b - e - r - e - l - e - t
 - - - o - l - d - u - s - e - n - t - o - s - e
 1 - o - b - u - r - e - n - e - s - s
 e - u - g - g - o - s - e - 9 - i - e - s - o
 - - - e - o - e - n - i - g - l - e - .
 o - b - e - i - t - u - s - p - i - a - i - e .

FOURTEENTH LESSON







COMPOUND PREFIXES

§ 104. In many words *com* or *con* is preceded by one or more other syllables. The outlines for such words are formed by writing the portion that follows *com-n* very near, or partly under, the portion that precedes *com-n*, omitting the dot:











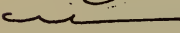

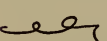

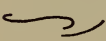

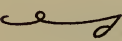






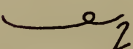


| | | | |
|--|--------------------|---|----------------|
|  | circumspect |  | incommodes |
|  | recumbent |  | self-control |
|  | disencumbers |  | miscomputation |
|  | incumbent |  | reconciliation |
|  | uncircumspect |  | encompass |
|  | decomposition |  | nonconformity |
|  | discompose |  | discontent |
|  | intercommunication |  | irreconcilable |
|  | concomitant |  | inconstant |
|  | unconcerned |  | preconception |









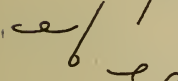

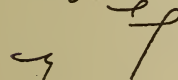





Remarks. (a) *Decom* is expressed by *D*; *discom-n* by *Di*.
(b) When *comm* is preceded by other syllables it is implied as if there were but one *m*; thus, *commit* is expressed by *com-dot* plus *i-T*; and *recommit* should be expressed by *R* for *re*, with *i-T* detached and placed partly under the *R*-stroke; *recommend*, *R* plus a detached *end*. See *incommodes*, above.

§ 105. Words beginning with *com-n* which are indicated by word-signs, form their derivatives in the same way as the words in the preceding exercise.































| | | | |
|---|---------------|---|---------------|
|  | inconsistent |  | unconditional |
|  | inconsistency |  | inconsiderate |
|  | discontinue |  | unconsidered |














































§ 106. When any other prefix-syllable is preceded by another syllable the two are joined:

| | | | |
|---|------------------|---|-------------------|
|  | unmagnified |  | uninstructed |
|  | unmultiplied |  | redistribution |
|  | unsubdued |  | insubordination |
|  | unsubstantial |  | unpostmarked |
|  | unimagined |  | unselfish |
|  | uninclined |  | untransferable |
|  | uninaccessible |  | untransformed |
|  | unrestrained |  | intransitive |
|  | unemotional |  | retransact |
|  | reintroduction |  | unanticipated |
|  | unintelligible |  | redischarge |
|  | indistinct |  | misinterpretation |
|  | incontrovertible |  | undiscriminating |













| | | | |
|--|------------------|---|------------------|
|  | unmistakable |  | encounter |
|  | subcontrary |  | nonintervention |
|  | inexplicable |  | disinterest |
|  | unimpressionable |  | unsuspected |
|  | unencumbered |  | unsuspecting |
|  | inextricable |  | misunderstanding |
|  | unalterable |  | unabbreviated |
|  | uncontradicted |  | reincarnation |

§ 107. Many outlines of compound words are formed by using word-signs as prefixes, or as affixes:

| | | | | | |
|--|-----------|---|------------|---|----------|
|  | anybody |  | whereof |  | always |
|  | nobody |  | whereat |  | byway |
|  | somebody |  | whereto |  | away |
|  | everybody |  | whereby |  | headway |
|  | somewhat |  | nowhere |  | pathway |
|  | within |  | forever |  | onward |
|  | wherein |  | whoever |  | forward |
|  | whereon |  | wherever |  | backward |
|  | wherefore |  | whatsoever |  | wayward |
|  | whereas |  | also |  | outward |






























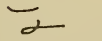



| | | | | | |
|---|---------|---|-------------|---|------------|
|  | reward |  | measure |  | proclaim |
|  | betake |  | insure-ance |  | exclaim |
|  | retake |  | treasure |  | unclaimed |
|  | partake |  | treasurer |  | hereto |
|  | become |  | thereby |  | hereby |
|  | outcome |  | thereto |  | hereon |
|  | income |  | therein |  | herein |
|  | became |  | therewith |  | hereafter |
|  | bygone |  | therefore |  | heretofore |
|  | before |  | upward |  | depart |
|  | inform |  | upon |  | output |
|  | reform |  | forget |  | outgoing |
|  | deform |  | declaim |  | outrage |
|  | assure |  | declamation |  | outside |
|  | censure |  | declaration |  | within |

§ 108. The following outlines are varied slightly in some particular:





| | | | | | |
|---|------------|---|----------|---|-----------|
|  | anywhere |  | anyone |  | whichever |
|  | everywhere |  | no one |  | whenever |
|  | somewhere |  | everyone |  | whatever |
|  | elsewhere |  | however |  | afternoon |

Additional Exercise

(Applying to prefixes in general)

| | | |
|--|--|---|
|  confectioner |  transition |  extremely |
|  confederate |  transportation |  unable |
|  compact |  matrimony |  Australia |
|  complacency |  self-improvement |  ostrich |
|  constant |  self-evident |  central |
|  concentration |  commissioner |  excellent |
|  counterfeit |  comedian |  interview |
|  supercilious |  petroleum |  improper |
|  behind |  irregularity |  eccentric |
|  impropriety |  impracticable |  intersect |
|  commemorate |  insignificance-t |  overlook |

NOTE—The dot may also express *cam-*, as in—

| | | | |
|---|--|---|--|
|  campaign |  campus |  camphor |  camera |
|---|--|---|--|

Writing Exercise

1. Someone has said that an educated person is one who knows something of everything and everything of something.
2. Truth is as impossible to be soiled by any outward touch as the sunbeam.
3. Better to go forward than backward.
4. Their heads sometimes so little that there is no room for wit, sometimes so long that there is no wit for so much room.

5. When bad men combine the good must associate; else they will fall, one by one, an unpitied sacrifice, in a contemptible struggle.

6. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.

7. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.

8. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.

9. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.

10. It is an outrage that the superior output is decomposed.

Reading Exercise










1. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.
 2. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.
 3. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.
 4. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.
 5. It is an outrage that the superior output is decomposed.
 6. When bad men combine the good must associate; else they will fall, one by one, an unpitied sacrifice, in a contemptible struggle.
 7. I am uninclined to think that anybody knows nobody, or everybody, but each and all know somebody.
 8. They see nothing wrong in the rule that to the victors belong the spoils of the enemy.
 9. Wherever you go and whatever you do, be sure you do what is right and thereby escape unmeasured censure.
 10. In his declamation he made the declaration that the earth travels around the sun and will continue to do so forever.
 11. It is an outrage that the superior output is decomposed.

FIFTEENTH LESSON



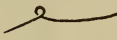



TERMINATIONS

NOTE: In this lesson and the one following, the formation of derivative outlines is illustrated fully among the outlines presented.







§ 110. 1. **Ality, elity, ility, etc.**, are expressed by detaching the preceding consonant:

| | | |
|--|--|--|
|  ability |  locality |  municipality |
|  fidelity |  finality |  fatality |
|  plurality |  illiberality |  fatalities |







2. **Arity, erity, etc.**, are indicated by the preceding consonant, plus the first vowel:

| | | |
|---|--|---|
|  majority |  vulgarity |  temerity |
|  hilarity |  solidarity |  disparity |


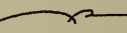
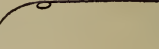

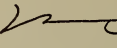



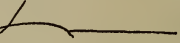
§ 111. **Anity, enity, inity, imity, mnity, der-nity, ternity;** detach the first sign of the ending:

| | | |
|---|---|--|
|  divinity |  calamity |  calamitous |
|  eternity |  solemnity |  urbanity |


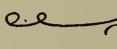




§ 112. **Avity, evity, ivity** are expressed by detaching the first vowel in the termination:

| | | |
|---|---|---|
|  gravity |  declivity |  gravitation |
|  brevity |  declivitous |  gravitate |

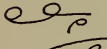





§ 113. **Graph** is expressed by G; **gram, grim,** and **crum** by super-length G:

| | | | | | |
|---|--------------|---|--------------|---|----------|
|  | telegraph-y |  | lithographer |  | telegram |
|  | biographic |  | photographic |  | fulcrum |
|  | telegraphist |  | paragraph |  | pilgrim |




§ 114. **Acity, icity, osity;** expressed by left-hand S, detached:

| | | | | | |
|---|----------|---|-----------|---|----------|
|  | capacity |  | animosity |  | ferocity |
|  | veracity |  | mendacity |  | velocity |









§ 115. **Astic, estic, istic, ostic;** expressed by S and the preceding vowel:

| | | | | | |
|---|--------------|---|-----------|---|----------|
|  | anarchistic |  | sarcastic |  | artistic |
|  | domestic-ate |  | elastic |  | acrostic |

Rem. Advanced writers often join this termination:










| | | | | | |
|---|---------|---|--------------|---|----------|
|  | drastic |  | antagonistic |  | majestic |
|---|---------|---|--------------|---|----------|

§ 116. **Logy,** with any preceding vowel, is expressed by J, detached. Lo expresses **logue**:










| | | | | | | | |
|---|-------------|---|--------------|---|---------|---|-----------|
|  | psychology |  | mythological |  | analogy |  | catalogue |
|  | psychologic |  | pathologist |  | apology |  | prologue |

Rem. Advanced writers may join the *logy* terminations.

§ 117. **Ulate-ion, uate, ule, and ual**, expressed by *u*: Following G, *uate* is written horizontally:










| | | | | | |
|--|---------------|---|----------------|---|--------------|
|  | situate-ion |  | graduate |  | populate-ion |
|  | evacuate-ion |  | graduation |  | globule |
|  | attenuate-ion |  | manipulate-ion |  | actually |

§ 118. **Ural, ular**, expressed by *u*, joined when following K; otherwise the *u* is detached:

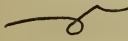











| | | | | | |
|--|----------|---|-------------|---|-----------|
|  | secular |  | spectacular |  | mural |
|  | tabular |  | plural |  | vehicular |
|  | oracular |  | oracularly |  | plurals |

Note—Detach U in “secular” to distinguish from “secure-ity.”



§ 119. **Fulness and fication**, expressed by F, detached. (Join *fiction* when it follows T):



| | | | | | |
|--|--------------|---|-----------------|---|----------------|
|  | artfulness |  | personification |  | gratification |
|  | gracefulness |  | edification |  | ratification |
|  | peacefulness |  | amplification |  | sanctification |



§ 120. **Ness**, expressed by N; **less**, by L; **lessness**, by Ln; **bleness, someness**, and **soever**, by comma-S, detached:

| | | | | | |
|---|-----------|---|--------------|---|--------------|
|  | lateness |  | wireless |  | irksomeness |
|  | hardness |  | homeless |  | tiresomeness |
|  | thinness |  | listlessness |  | amiableness |
|  | whosoever |  | whatsoever |  | terribleness |




CAUTION.—When *ness* follows a vowel, as in *readiness*, or forms a derivative word-sign, it should be written in full:


 readiness
 dizziness


 littleness
 goodness


 slowness
 handiness


Additional Exercise


 docility
 brutality
 vitality


 rascality


 inability


 visibility

 utility

 frivolity

 durability


 liability

 humility


 nobility

 stability

 versatility

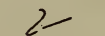
 agility

 legality

 utilitarian


 garrulity

 technicality


 futility


 debility


 edibility


 audibility

 excitability

 prosperity


 barbarity


 inferiority

 posterity

 profanity


 enormity


 passivity

 infinity

 suavity


 cavity


 impassivity


 nativity

 levity

 affinity

 taciturnity


 femininity

 vicinity

 fraternity

 trinity

 extremity







 insanity

| | | | | | |
|--|---------------|--|---------------|--|-----------------|
| | journalistic | | caligraphic | | monologue |
| | gymnastic | | geography | | epilogue |
| | generosity | | multigraph | | modification |
| | verbosity | | mimeograph | | verification |
| | typography | | chronology | | glorification |
| | stenographer | | entomology | | diversification |
| | orthography | | mineralogy | | justification |
| | autograph | | perpetuation | | notification |
| | autographed | | accentuate | | specification |
| | biology | | infatuation | | qualification |
| | physiology | | rural | | classification |
| | psychologists | | intramural | | blissfulness |
| | eulogy | | vernacular | | laughableness |
| | eulogium | | schedule | | loathsomeness |
| | theologian | | actuality | | gruesomeness |
| | philology | | speculate-ion | | hatefulness |
| | tautology | | stimulate-ion | | frightfulness |
| | archaeology | | manual | | fitness |
| | geology | | lovableness | | rudeness |
| | etymology | | teachableness | | fierceness |
| | tachygraphy | | visibleness | | sadness |










SIXTEENTH LESSON

TERMINATIONS—Continued






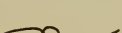



§ 128. **Litic, matic, metic, notic, thetic,** and similar endings, omit *t*:

| | | |
|---|--|---|
|  skeptic |  lunatic |  cosmetic |
|  Arctic |  romantic |  synthetic |










§ 129. **Ment** is expressed by M:
















| | | |
|--|---|---|
|  sentiment |  sentimentalism |  parliamentarian |
|  sentiments |  sentimentalist |  sedimentary |
|  sentimental |  sentimentalists |  sentimentality |

NOTE—When *ment* follows a vowel, in words of TWO SYLLABLES, *m* should be detached to avoid possible conflict, as—

















| | | |
|--|---|---|
|  foment |  lament |  raiment |
|  fume |  lamb |  ram |
|  foments |  lamentation |  cementation |

§ 130. Advanced writers often drop *ment*, especially when its addition makes a noun out of a verb:

| | | |
|--|---|--|
|  engage-ment |  argue-ment |  assort-ment |
|  enact-ment |  assess-ment |  impede-iment |
|  enlist-ment |  endow-ment |  improve-ment |










| | | | | | |
|---|---------------|---|-------------|---|-------------|
|  | announce-ment |  | resent-ment |  | predicament |
|  | nourish-ment |  | equip-ment |  | punish-ment |
|  | adjourn-ment |  | manage-ment |  | excite-ment |
|  | achieve-ment |  | detach-ment |  | attach-ment |
|  | require-ment |  | indict-ment |  | settle-ment |

§ 124. **Hood** is expressed by *u*, elevated; **cial, tial**, by Sh; **ship**, by Sh, detached; **tude**, by T, detached:




| | | | | | | | |
|---|----------|---|-----------|---|-----------|---|-----------|
|  | girlhood |  | kinship |  | official |  | magnitude |
|  | boyhood |  | hardship |  | potential |  | altitude |
|  | manhood |  | clerkship |  | initial |  | latitude |
|  | bishop |  | glacial |  | partial |  | social |

Rem. Advanced writers may join the sign for 'ship.'


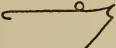







125. **Cious** or **tious**, expressed by Shu, usually written downward:

| | | | | | |
|---|-----------|---|------------|---|---------------|
|  | gracious |  | pernicious |  | propitious |
|  | tenacious |  | judicious |  | meretricious. |
|  | vicious |  | fractious |  | loquacious |
























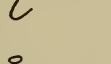








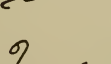










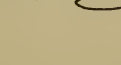

Rem. (a) A preceding vowel is omitted unless its insertion makes a more facile outline, as in the outline for *vicious*. (b) Advanced writers may omit a following *ness*, as—



























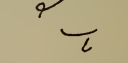

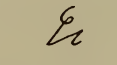



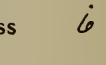




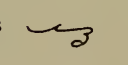

















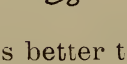
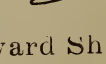



| | | | | | |
|---|--------------|---|-----------------|---|---------------|
|  | cautiousness |  | efficaciousness |  | vexatiousness |
|---|--------------|---|-----------------|---|---------------|

§ 126. Certain endings of outlines for cities and towns are shortened as follows:











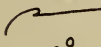














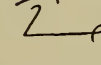







| | | | | | |
|--|------------|---|-------------|---|-----------|
|  | Lockport |  | Greensburgh |  | Johnstown |
|  | Hartford |  | Titusville |  | Johnston |
|  | Clearfield |  | Winchester |  | Boston |

Additional Exercise




























| | | | | | |
|--|------------|---|---------------|---|----------------|
|  | frantic |  | defacement |  | embarrass-ment |
|  | politic |  | allotment |  | momentous |
|  | prophetic |  | advisement |  | torment |
|  | hypnotic |  | atonement |  | contentment |
|  | automatic |  | pigment |  | refresh-ment |
|  | acrobatic |  | measurement |  | fragment |
|  | prismatic |  | instrument |  | temperamental |
|  | gigantic |  | instrumental |  | adjust-ment |
|  | pneumatic |  | detriment |  | imprisonment |
|  | autocratic |  | ornament |  | elements |
|  | climatic |  | ornamentation |  | treatment |
|  | Atlantic |  | elementary |  | implement |
|  | dramatic |  | elemental |  | parchment |
|  | emphatic |  | attainment |  | impeach-ment |
|  | experiment |  | amuse-ment |  | fundamental |

| | | | | | |
|---|-----------------|---|----------------|---|-----------------|
|  | childhood |  | township |  | promptitude |
|  | brotherhood |  | friendship |  | solitude |
|  | sisterhood |  | guardianship |  | aptitude |
|  | livelihood |  | partnership |  | rectitude |
|  | neighborhood |  | apprenticeship |  | vicissitudes |
|  | conscious |  | noxious |  | multitude |
|  | conscientious |  | incautious |  | latitudinal |
|  | delicious |  | expeditious |  | latitudinarian |
|  | unconscious |  | facetious |  | beneficial |
|  | spacious* |  | pugnacious |  | nutritious |
|  | auspicious* |  | surreptitious |  | officious-ness |
|  | sagacious |  | audacious-ness |  | conscientiously |
|  | creative |  | purgatory |  | sensibleness |
|  | progressiveness |  | inclusive |  | potent |
|  | cohesiveness |  | permissive |  | penitent |
|  | massiveness |  | abusive |  | feebleness |
|  | conciliatory |  | gapingly |  | skillfulness |
|  | vindicatory |  | grudgingly |  | carefulness |
|  | vindictive |  | knowingly |  | needfulness |
|  | valedictory |  | exceedingly |  | valuableness |

*Occasionally it is better to write upward Sh for *shus*, and in such instances the vowel is omitted.

| | | | | | |
|--|------------|---|---------------|---|---------------|
|  | conductor |  | astronomy-mer |  | aggravate-ion |
|  | hereditary |  | advance |  | vegetable |
|  | heredity |  | author |  | vegetation |
|  | educator |  | derogatory |  | tangible |
|  | greater |  | exhibit |  | behave-ior |
|  | calculator |  | christianity |  | circuit |
|  | trader |  | manuscript |  | circular-late |
|  | favorable |  | prefer-ence |  | competent |
|  | flexible |  | progress |  | competition |
|  | expense |  | union |  | testament |
|  | conclude |  | unionism |  | assistant |

Word-Signs

| | | | | | |
|--|---------------|---|----------------|---|------------------|
|  | acquaint-ance |  | correspond-ent |  | quiet |
|  | adhere-nt |  | country |  | special |
|  | agree-ment |  | discount |  | sufficient-cy-ly |
|  | arbitrate |  | letter |  | swear, sworn |
|  | authentic |  | long |  | tell, till |
|  | both |  | place |  | testify |
|  | child |  | please |  | vouch |
|  | church |  | positive-ly |  | write, right |
|  | common |  | present |  | young |

Writing Exercise

1. All government, indeed every human benefit and enjoyment, every virtue, and every prudent act, is founded on compromise and barter.

2. After the adjournment the bishop asked the management to provide new equipment for the men in confinement as punishment for their treatment of the men in the last enlistment.

3. The skeptic and agnostic thought it romantic to watch the gigantic lunatic act so frantic and acrobatic.

4. By judicious and efficacious action we can compel the pernicious and fractious person to do meretricious work and be less loquacious and contentious.

5. A trip from Rockport to Parkersburg and on to Nashville was a hardship in my boyhood days.

6. The conductor declared to the porter that the trader had paid the fare from Decatur to Edmuston for the educator.

7. Your attitude on social matters is an aggravation and derogatory to favorable progress. He is exceedingly abusive.

Reading Exercise

o c l l y o z
 2 % i b n l i z i z
 s b o s i m b s o o o
 v e g o u e n i
 u o s v i i s o o z
 u s o s t e o y o e
 r o s s o i s o b i l o r

SEVENTEENTH LESSON

PHRASING

§ 135. When forming phrases the student should observe the following rules:

1. Do not join more than four words in one outline; usually two or three.


2. Do not form phrases that require the pen to go more than the length of a B-stroke from the writing line; or that contain more than three horizontal strokes.


3. Join only such words as are connected in sense—never join words separated by a pause.


4. Join only outlines that form good junctions. Watch the angles. Never form an obtuse one; they are not necessary in this system.

§ 136. The great bulk of phrases is made up of the little, every-day words joined without changing their individual outlines, and phrasing may be reduced to the following grammatical rules:


(a) A pronoun is generally joined to a following verb:


 I have

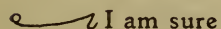
 we have said


 it was


 I am

























 we hope you may

 it was not













 I am sure

 we will take
















 it has not

| | | | | | |
|---|--------------|---|---------------|---|------------|
|  | I may be |  | which you may |  | you may be |
|  | I have said |  | they are |  | it had |
|  | I must have |  | they do |  | which was |
|  | I will favor |  | which is not |  | you may |
|  | I had |  | he will have |  | you know |
|  | we had |  | he will be |  | you had |
|  | we favor |  | he had |  | you did |
|  | we did |  | which may not |  | you do not |










(b) An auxiliary verb, with or without *not*, is usually joined to the principal verb:

| | | | | | |
|--|---------------|--|-----------------|--|------------------|
|  | shall have |  | will have |  | should not be |
|  | I should have |  | will be given |  | we should not go |
|  | I shall go |  | may be expected |  | should be |
|  | may not be |  | I do believe |  | would be taken |



















(c) A word that defines, modifies or limits is often joined to the word that is defined, modified or limited:

| | | | | | |
|---|-----------------------|---|---------------|---|---------------|
|  | great advantage |  | good business |  | little effort |
|  | no advantage |  | some object |  | brave attempt |
|  | good boy |  | as much as |  | as near as |
|  | an age |  | get together |  | go upon |
|  | sufficient difference |  | several times |  | very decisive |














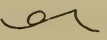

(d) Sometimes a common word is joined to a preceding verb:

| | | | | | |
|--|----------|---|-----------------|---|-----------|
|  | do his |  | make no mistake |  | permit us |
|  | have you |  | take down |  | go on |
|  | did you |  | come here |  | put in |

(e) An adverb or conjunction is frequently joined to a following word:

| | | | | | |
|--|----------------|---|--------------|---|-------------|
|  | as it has not |  | as I get |  | because his |
|  | as there |  | as you |  | if this is |
|  | as it has been |  | as I have |  | when shall |
|  | as his |  | as I may |  | if his |
|  | as I do not |  | such as this |  | and his |
|  | as I know |  | nor is it |  | there could |

(f) Prepositions are frequently joined to words that follow:

| | | | | | |
|--|----------|---|-------------|---|----------|
|  | by this |  | for my part |  | on which |
|  | by you |  | in favor |  | of which |
|  | for you |  | in this |  | of the |
|  | for this |  | with which |  | on his |
|  | did this |  | in that way |  | of his |

Rem. In a very few cases *with* may be expressed by *i*, as in *with which*, in the above list.

§ 129. Omit *from—to*— when used in connection with repeated words, or contrasted words:

| | | | |
|--|---------------------|--|--------------------|
| | from day to day | | from light to dark |
| | from time to time | | from rich to poor. |
| | from hour to hour | | from good to bad |
| | from week to week | | from head to tail |
| | from place to place | | from top to bottom |

§ 130. **Modified Forms.**—Any portion of a word that will naturally be suggested by the phrase-outline may be omitted to secure a better outline, as—

(a) Dropping the vowel from *ago, by, could, few, my, week*:

| | | | | | |
|--|------------------|--|-----------|--|--------------|
| | (a) few days ago | | past week | | my agreement |
| | year(s) ago | | per week | | my signature |
| | could change | | could be | | my address |
| | could put | | last week | | could charge |

(b) (*Un*)able, following *be, been, not, or are*; and *than*, following adverbs of comparison, expressed by *a*:

| | | | | | |
|--|-------------|--|-----------------|--|-------------|
| | may be able | | would be unable | | later than |
| | not able | | tighter than | | faster than |
| | are unable | | sooner than | | lower than |
| | be able | | easier than | | wetter than |

(c) *Beg*, sometimes expressed by *B*; *last*, by *La*; *next*, by *Ne*; *mail*, by *M*:

| | | | | | |
|--|-----------------|--|-----------|--|--------------|
| | we beg to say | | last day | | next mail |
| | I beg to differ | | last time | | next day |
| | by mail | | last mail | | today's mail |

(d) *Company*, when part of a name, is expressed by *K*; *ship* sometimes expressed by *Sh*; *department*, by *D*:

| | | | | | |
|--|------------------|--|-------------|--|-----------------|
| | The Kress Co. | | may ship | | Mail Order Dept |
| | Drake & Co. | | should ship | | Insurance Dept |
| | Telephone Co. | | ship the | | last shipment |
| | Electric Company | | I will ship | | his shipment |










(e) *Has* is regularly expressed by the large circle:

| | | | | | |
|--|---------------|--|--------------|--|-------------|
| | it has | | what has | | nothing has |
| | it has not | | where has | | each has |
| | which has | | anything has | | much has |
| | which has not | | when has | | so has |

§ 131. Between repeated words omit *after* and *and*:

| | | | |
|--|-----------------|--|-------------------|
| | day after day | | again and again |
| | week after week | | better and better |
| | time after time | | deeper and deeper |

§ 132. When phrased *how* may be expressed by either *ow* sign, writing the one that unites with another sign with the greater facility:

| | | | | | |
|---|-----------|---|-----------------|---|-----------|
|  | how fast |  | how many |  | how large |
|  | how was |  | how much |  | how long |
|  | how could |  | how do you know |  | how will |

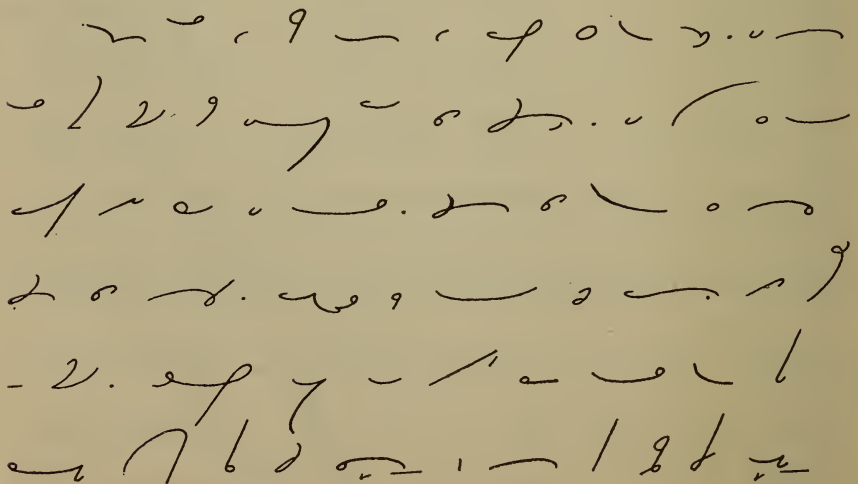
Writing Exercise

Gentlemen:

Answering your letter of the 21st, we have sent tracer after the car of cedar shingles which was shipped you on the 3d of June. We hope you will receive them without further delay.

In your order for barb wire you do not specify the gauge size nor the method of transportation—whether by rail or by water. Kindly advise us on these matters. Yours truly,

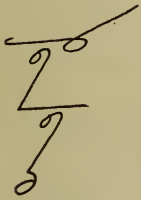
Reading Exercise


 The first of the month
 was very successful
 in the year 1884

EIGHTEENTH LESSON

ADVANCED PHRASING METHODS

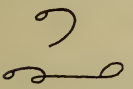
§142. **Omission of Words.**—1. *To* may be omitted when following *able, according, glad, like, order, ought, reference, regard, regret, said, seem-s, wish*:



glad to do

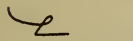
able to go

able to say

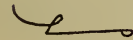


with reference to

with regard to



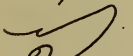
wish to come



wish to get



in order to be



in order to have



able to get



like to do



according to his



said to be



said to have



seems to be



seem to be



seem to have



ought to know



ought to be



ought to make



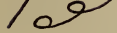





















glad to be













ought to do

2. Generally, any small connecting word may be omitted, provided the construction of the sentence is such as will require the restoration of the word when transcribing. Illustrated on the next page.

| | | | |
|---|---------------------|---|--------------------|
|  | on or about |  | on or before |
|  | hand in hand |  | over and above |
|  | some of them |  | more and more |
|  | one or more |  | how do you know |
|  | on the subject |  | ready to ship |
|  | for the time being |  | up to date |
|  | out of the question |  | one of the most |
|  | in the matter of |  | view of the matter |
|  | one of the best |  | great or small |
|  | sum and substance |  | more or less |
|  | here and there |  | hither and thither |

§ 145. *Early*, and *hour* are sometimes expressed by the reversing principle (see § 55):

| | | | |
|---|-----------------------------|---|-------------|
|  | early date |  | suggest our |
|  | at an early date |  | be our |
|  | at the earliest opportunity |  | signify our |
|  | early call |  | at our |
|  | early opportunity |  | take our |

§ 146. The reporter occasionally may derive advantage by making use of the super-length princi-

ple to add *been*, *own* or *not* in writing such phrases as the following:

| | | | | | |
|--|-----------------|--|--------------|--|---------------|
| | have been | | some one | | will not |
| | I have been | | the same one | | may not |
| | which have been | | which one | | could not |
| | who have been | | each one | | I will not |
| | have been able | | no one | | you could not |

§ 136. The reporter writes the comma-S or the S-hook for *us*, or it may be added to an outline ending in *s* by changing *s* to *sus*. See § 22.

| | | | | | |
|--|----------|--|-----------------|--|------------|
| | upon us | | like us | | reduce us |
| | about us | | said to us | | face us |
| | take us | | give us | | deliver us |
| | for us | | without us | | allow us |
| | let us | | with us | | advise us |
| | heard us | | which causes us | | make us |

§ 137. Advantage is taken of the S-hook to add *say*:

| | | | | | |
|--|-----------|--|------------|--|--------------|
| | could say | | will say | | ought to say |
| | to say | | did say | | you can say |
| | which say | | had to say | | they may say |

§ 133. **Intersections.**—Special terms in any line of work may be expressed by very brief, intersected outlines. Specific rules for their formation can not be given, but the examples below will show how it is done. The stenographer should compile a list of the oft-used terms employed in his or her line of work and devise intersected signs for them.

| | | | |
|--|----------------------------|--|--------------------------|
| | Republican Party | | party of the first part |
| | Democratic Party | | party of the second part |
| | Board of Directors | | Chamber of Commerce |
| | Board of Trade | | bill of particulars |
| | bill of sale | | insurance policy |
| | market price | | price list |
| | Pennsylvania Railroad | | Federal Reserve Bank |
| | Canadian Pacific | | National Bank |
| | judgment for the plaintiff | | Division Sup't |
| | judgment for the defendant | | bond and mortgage |
| | General Manager | | first mortgage |

NOTE—The phrase *list price* was inadvertently omitted from the above engraving. Write L intersected by P.

§ 139. Initials should be written in “lower-case” longhand characters, joined:

A. L. Flemming

E. S. Kline

§ 140. Exercise on the implication of *ing* by placing the outline of the following word in the *ing*-dot location. See § 36, Rule 3, page 28.

| | | | | | |
|--|---------------|--|------------------|--|----------------|
| | going on | | claiming a | | turning the |
| | going up | | claiming the | | turning your |
| | taking the | | collecting the | | turning our |
| | having a | | correcting the | | dealing in |
| | having the | | applying the | | dealing with |
| | having you-r | | changing the | | delaying the |
| | having their | | changing you-r | | occupying the |
| | bringing the | | changing their | | putting the |
| | bringing a-n | | stating your | | putting you-r |
| | hearing the | | connecting the | | willing to go |
| | hearing you | | delivering the | | liking the |
| | calling the | | delivering goods | | drafting the |
| | calling you-r | | ordering their | | separating the |
| | coming here | | ordering the | | selling goods |

Rem. It should be observed that where one word ends in *ing* and the next begins with *com-n*, as "having concluded," neither *ing* nor *com-n* can be expressed by implication for there would be no way of determining which was implied.

§ 141. In a few phrases of frequent use *at* may be expressed by the *a* circle. The other phrase-

outlines in the following list should be regarded as special outlines, and not as illustrating any general principle for the abbreviation of other phrase-signs.







| | | | | | |
|--|---------------|--|-------------|--|------------------|
| | at least. | | at first | | at the rate of |
| | at last | | at any rate | | at the same time |
| | at length | | not only | | at some time |
| | at all | | as far as | | can not |
| | at all events | | most likely | | for example |

Reading Exercise

NINETEENTH LESSON

CONCLUDING INSTRUCTIONS











§ 142. Numerals 1 to 11, both inclusive, should be written in shorthand. Above 11, the Arabic signs are usually the better to employ:

| | | | |
|---|--|---|--|
|  one |  four |  seven |  ten |
|  two |  five |  eight |  eleven |
|  three |  six |  nine | |

§ 143. Decimals are expressed by small, "superior" figures. Omit the dash from fractions:

12^{65} 12.65 2^5 2.5 $\frac{3}{8}$ $\frac{3}{8}$ $\frac{2}{3}$ $\frac{2}{3}$









§ 144. Quantitative words when following a number, are recorded as follows:

| | | | |
|--|-----------------|--|-------------------------|
| 12 — | twelve gallons | 12  | twelve million |
| 12  | twelve dollars | 12  | twelve billion |
| 12  | twelve bushels | 12 — | twelve miles |
| 12  | twelve barrels | 12 / | twelve pounds |
| 12 \ | twelve yards | 12) | twelve feet |
| 12  | twelve hundred | 12 ^ | twelve o'clock |
| 12 - | twelve thousand | 12  | twelve hundred dollars |
| 12  | twelve francs | 12  | twelve thousand dollars |
| 12  | twelve cents | 12 — | twelve rods |















§ 145. *Street, Avenue, Boulevard, and Road*, when used in addresses, are expressed by their initials:

| | | | |
|---|---|---|---|
|  |  |  |  |
| Third St. | Tenth Ave. | Boston Rd. | Grant Boul. |

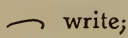





§ 146. When a straight stroke begins with a hook or circle on the under side, a following S-hook should be turned on the upper side to preserve "balance." *Al* in *shunal* may be reversed for the same reason:

| | | | | | | | |
|---|------|---|--------|---|-------|---|--------------|
|  | figs |  | rag's |  | egg's |  | irrational |
|  | aids |  | laxity |  | rig's |  | confessional |









§ 147. When adding *s* to word-signs that do not contain the last consonant of the root-word, be careful to preserve the exact appearance of the original outline so as to avoid confusion with other words:

| | | | | | | | |
|---|-------|---|---------|---|----------|---|-------|
|  | takes |  | tells |  | arranges |  | kinds |
|  | likes |  | differs |  | theirs |  | these |
|  | large |  | largest |  | last | | |
|  | car |  | cars |  | case | | |









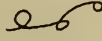
§ 148. Always write a derivative outline in full if no greater effort is required than to do otherwise:

| | | | | | |
|---|-------------|-----------------|---|----------------|---|
|  | write; | for writer |  | is better than |  |
|  | translates; | for translators |  | is better than |  |

§ 149. When forming plurals of monosyllabic outlines ending in *s*, and from which a final *t* has been dropped, repeat the *s*-sign:













| | | | |
|---|---|---|---|
|  nest |  test |  rest |  last |
|  nests |  tests |  rests |  lasts |

§ 150. S may be written upward before M and N:













| | | |
|--|--|--|
|  same |  sanitation |  sandbagger |
|  sample |  sandpaper |  semicircle |
|  example |  sandwich |  sanitary |

NOTE—This way of writing S will cause no confusion with Th. If read as Th the effect is the same as a person lisping, as, “I got thanitary thamples,” for “I got sanitary samples.” Further, there is no objection to writing S upward after R and L.







§ 151. So that any vowel sound may be recorded the following additional precision marks are provided:

| | | | |
|--|---|--|--|
|  Batton |  Reddy |  Kitt |  Call |
|  Baton |  Reidy |  Kyte |  Mott |
|  Boone |  Jack |  Jake |  Rudd |


§ 152. A precision mark may be written to record an omitted vowel:

| | | | |
|---|---|--|---|
|  Saul |  Ropp |  Poole |  Chal. |
|  Foote |  Rowan |  chalks |  Krupp |
|  Hawkes |  Rowen |  chokes |  awful |









§ 153. If it should ever become necessary to distinguish the sound of *th* in *breath* from *th* in *breathe*, make a heavy sign for the latter. The same method is used to distinguish the sound of *zh* in *glazier* from that of *sh* in *glacier*:

| | | |
|---|---|---|
|  glacier |  lath | [ face  phase] |
|  glazier |  lathe | |

§ 154. The plural of *shun* may be expressed by changing Sh into a small loop:






| | |
|--|---|
|  emotions |  corrections |
|  portions |  collections |

§ 155. Slightly inclining K downward adds *t*, and inclining G adds *d*:

| | | | |
|---|---|---|---|
|  flagged |  tract |  cracked |  sneaked |
|  picked |  jugged |  packed |  smoked |

Rem. If preferred, the past-tense dot (see Section 79) may be used in place of this expedient.

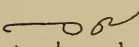
§ 156. Proper names composed almost entirely of vowels, are expressed by precision marks, thus:

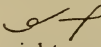
| | | | | |
|---|---|---|---|---|
|  |  |  |  |  |
| Oahu | Aea | Aeae | Aeaea | Ayah |

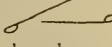
§ 157. When the first half of a compound word ends in a vowel, and the second part begins with a

vowel or H; or when the first part ends in D or T and the second part begins with G, K, or L, it is better to break the outline into two sections, thus:






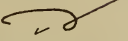



 sea-urchin

 greyhound








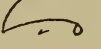


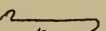
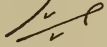
 nightcap

 headgear




















Days of the Week, Etc.

| | | | | | |
|--|-----------|---|----------|---|-----------|
|  | Monday |  | Thursday |  | Sunday |
|  | Tuesday |  | Friday |  | holiday |
|  | Wednesday |  | Saturday |  | Labor Day |

Months of the Year

| | | | | | |
|---|----------|---|--------|--|-----------|
|  | January |  | May |  | September |
|  | February |  | June |  | October |
|  | March |  | July |  | November |
|  | April |  | August |  | December |

Contractions

| | | | | | |
|--|-----------------|---|----------------|---|--------------|
|  | accomplish-ment |  | dwell |  | percentage |
|  | capital |  | inclose |  | perform |
|  | celestial |  | importance-t |  | perpetuate |
|  | chance |  | influence |  | physical |
|  | delegate |  | influential |  | punctual-ity |
|  | depreciate |  | interferen-nce |  | quantity |
| | |  | information | | |

Reading Exercise
































































(Extract from Lincoln's Second Inaugural Address)

































































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






























































SUPPLEMENTARY LESSON

GENERAL EXERCISE

| | | | | | |
|--|-----------------------|--|---------------|--|--------------------------------|
| | abrupt | | applicant | | beheld |
| | abscond | | application | | behold |
| | absorb | | apprehend | | beligerence-t |
| | absurd-ity | | approval | | builder |
| | accompany | | approximate | | candidate |
| | accordance | | architect | | capitalist |
| | accord-ing | | ascertain | | carpenter |
| | accumulate | | assemblage | | certify, certificate |
| | acquisition | | assembly | | challenge |
| | advancement | | assert | | chapter |
| | adverse | | assertion | | children |
| | advice, advise | | assist-ance | | circumstance circumstantial |
| | against | | association | | competitor |
| | along | | assume | | comprehend |
| | ambition ambitious | | astonish-ment | | conservative |
| | ancestor | | attend | | contemplate |
| | anniversary | | avenue | | cooperate |
| | annual | | bankruptcy | | corroborate |
| | anxiety | | beauty | | countenance |

| | | | | | |
|---|------------------------|---|---------------|---|-----------------|
|  | create |  | duplicate |  | formidable |
|  | creator |  | eccentricity |  | fortunate |
|  | creature |  | effort |  | foundation |
|  | credit |  | endeavor |  | fraudulent |
|  | credulous |  | endure-ance |  | fugitive |
|  | culpable |  | especial-ly |  | fuller |
|  | cultivate |  | estimate |  | genius |
|  | culture |  | etc. |  | gentle |
|  | custom |  | event-ual |  | gentleman |
|  | customary |  | exception |  | genuine |
|  | decisive |  | executive |  | gradual |
|  | defend-ant |  | exhort-ation |  | hardware |
|  | deficient |  | exist-ence |  | headquarters |
|  | demonstrate |  | expedience-t |  | impassable |
|  | denunciate-ion |  | expend-iture |  | impossible |
|  | depend-ence |  | expire-ation |  | inaugurate |
|  | designate-ion |  | express |  | incentive |
|  | develop-ment |  | extraordinary |  | incidental |
|  | dimension, diminish |  | fictitious |  | indefinite |
|  | distinct |  | foreign |  | indemnification |
|  | distinguish |  | forenoon |  | indirect |


| | | | | | |
|---|-------------------------|---|----------------------|---|----------------|
|  | individual |  | kingdom |  | obsolete |
|  | indolence-t |  | land |  | obstinate |
|  | induce-ment |  | language |  | office |
|  | indulge |  | lawyer |  | operate-ion |
|  | industry-ial |  | legislature |  | parallel |
|  | inherit-ance |  | liberal |  | pecuniary |
|  | insistence-t |  | limitation |  | penetrate |
|  | intangible-ility |  | list |  | perhaps |
|  | integrity |  | lost |  | permit |
|  | (indignity) | | | | |
|  | intelligence |  | machinery |  | perplex-ity |
|  | intelligible |  | manner |  | persevere-ance |
|  | intimidate |  | mathematics |  | persuade |
|  | intolerant |  | meanwhile |  | philosophy |
|  | intoxicate-ion |  | mechanic |  | plan |
|  | intricate |  | messenger |  | pleasant |
|  | irresistible |  | missionary |  | position |
|  | jeopardize, jeopardy |  | morning |  | possession |
|  | judgment |  | mortgage |  | predominate |
|  | jurisdiction |  | necessitate |  | problem |
|  | jurisprudence |  | notwithstand- ing |  | product |
|  | justice |  | number |  | proficient |

| | | | | | |
|---|--------------------|---|-------------------------|---|--------------|
|  | property |  | reverse (revise) |  | transparent |
|  | proportion-ate |  | scripture |  | tumult-u-ous |
|  | proportioned |  | scientific |  | typewriter |
|  | proposal |  | second |  | unacquainted |
|  | prospect |  | singular |  | undecided |
|  | purpose |  | south |  | undoubted-ly |
|  | pursue, pursuit |  | southern |  | unnecessary |
|  | recapitulation |  | spoke-n |  | urge |
|  | reciprocity |  | statement |  | use |
|  | recollect-ion |  | store |  | valuable |
|  | recur-rence |  | study |  | vulnerable |
|  | refine-ment |  | subjugate |  | whether |
|  | relative |  | subtract |  | wicked-ness |
|  | relinquish |  | supply |  | verdict |
|  | remain |  | surrender |  | vigorous |
|  | remark |  | suspicion suspicious |  | visible |
|  | remember |  | tempest-u-ous |  | voluntary |
|  | response-ible |  | temptation |  | west |
|  | retire-ment |  | tender-ness |  | western |
|  | reservation |  | together |  | year |
|  | righteous |  | trade |  | yesterday |

LARGE CITIES

| | | | | | |
|--|--------------|---|--------------|---|----------------|
|  | Albany |  | Kansas City |  | Providence |
|  | Atlanta |  | London |  | Richmond |
|  | Baltimore |  | Los Angeles |  | Rochester |
|  | Birmingham |  | Louisville |  | Salt Lake City |
|  | Boston |  | Lowell |  | San Francisco |
|  | Bridgeport |  | Manila |  | Scranton |
|  | Brooklyn |  | Memphis |  | Seattle |
|  | Buffalo |  | Milwaukee |  | Springfield |
|  | Cambridge |  | Minneapolis |  | Spokane |
|  | Chicago |  | Nashville |  | St. Joseph |
|  | Cincinnati |  | Newark |  | St. Louis |
|  | Cleveland |  | New Haven |  | St. Paul |
|  | Columbus |  | New Orleans |  | Syracuse |
|  | Dayton |  | New York |  | Toledo |
|  | Denver |  | Oakland |  | Topeka |
|  | Detroit |  | Omaha |  | Toronto |
|  | Fall River |  | Paterson |  | Trenton |
|  | Grand Rapids |  | Philadelphia |  | Washington |
|  | Indianapolis |  | Pittsburgh |  | Wilmington |
|  | Jersey City |  | Portland |  | Worcester |

STATES AND COLONIES

| | | | | | |
|---|-------------|---|----------------|---|----------------|
|  | Alabama |  | Kansas |  | Oklahoma |
|  | Alaska |  | Kentucky |  | Oregon |
|  | America-n |  | Louisiana |  | Panama |
|  | Arizona |  | Maine |  | Pennsylvania |
|  | Arkansas |  | Massachusetts |  | Philippine Is. |
|  | California |  | Maryland |  | Porto Rico |
|  | Canal Zone |  | Michigan |  | Rhode Island |
|  | Colorado |  | Minnesota |  | S. Carolina |
|  | Conn cticut |  | Mississippi |  | South Dakota |
|  | Delaware |  | Missouri |  | Tennessee |
|  | D. C. |  | Montana |  | Texas |
|  | England |  | Nebraska |  | United States |
|  | Florida |  | Nevada |  | Utah |
|  | Georgia |  | New Hampshire |  | Vermont |
|  | Guam |  | New Jersey |  | Virginia |
|  | Hawaii |  | New Mexico |  | Virgin Is. |
|  | Idaho |  | New York |  | Washington |
|  | Illinois |  | North Carolina |  | W. Virginia |
|  | Indiana |  | North Dakota |  | Wisconsin |
|  | Iowa |  | Ohio |  | Wyoming |



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